



**ACADEMIC REGULATIONS**  
**APPLICABLE FORM**  
**WINTER SESSION 2019-20**

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**\*PROGRAMS OFFERED: GALGOTIAS UNIVERSITY UTTAR PRADESH  
COURSES LIST 2020-2021**

<b>Programme</b>	<b>Duration</b>	<b>Eligibility/Cut of % for academic session 2020-21 ( as per University norms)</b>	<b>INTAKE</b>
<b>Computing Science &amp; Engineering</b>			
B.Tech in Computer Science Engineering * Cloud Computing & virtualization * Artificial Intelligence and Machine Learning *Cyber Security *(Internet of Things and Cyber Security Including Block Chain Technology *Gaming Technology*Business Systems	4 years	Qualifying Galgotias Engineering Entrance Exam (www.geee.in) Passed 10+2 examination with minimum 50% in Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Biotechnology/ Biology/ Technical Vocational subject/ Computer Science/ Information Technology/ Informatics Practices/ Agriculture/ Engineering Graphics/ Business Studies and 60% in aggregate in class XII.	960
		Or	
		Minimum 60% marks in PCM in XIIth with minimum 40%ile or upto 5 Lakh rank in JEE Mains	
		For Lateral Entry:	
		Passed Diploma from AICTE approved institute in appropriate branch of Engineering/Technology with minimum 60% or 6.0 CGPA	
		Or	
		B.Sc degree from a recognized university with at least 60% marks or 6.0 CGPA and passed XIIth with Mathematics as a subject.	
		For Migration from Other Universities:	
		1) B.E./B.Tech1st year minimum 60% marks or 6.0 CGPA on a 10 point scale	
		2) 65% PCM or above at XII level.	
#B.Tech in Artificial Intelligence and Data Science		Qualifying Galgotias Engineering Entrance Exam (www.geee.in) with minimum 50% in PCM and 60% aggregate in Class XII.	35
		OR	
		Minimum 60% marks in PCM in XIIth with minimum 40%ile or upto 5 Lakh rank in JEE Mains	
#M. Tech in Artificial Intelligence & Data Science		B.E/B.Tech with minimum 60% marks or equivalent in CGPA in relevant discipline	5
M. Tech -Computer Science & Engineering <i>Artificial Intelligence &amp; Machine Learning</i>			24
B.Sc (Computer Science)	3 years	XII with Science with minimum 50% marks. (Maths or Computer Application as a subject in XII)	48
M.Sc Computer Science	2 years	Graduation with computer science/Mathematics or relevant with minimum 50% Marks in Aggregate.	5

BCA	3 years	50% in best four relevant subjects at XII level (Including English & Maths / Computer Science / Informatics Practice / Computer Applications / Multimedia & Web)	135
BCA Hons. (Industry Oriented Program)	3 years	1) BCA Ist year minimum 60% marks or 6.0 CGPA on a 10 point scale 2) 60% in best four relevant subjects at XII level (Including English & Math/Computer Science)	
BCA (Hons )Multimedia& Animations			
Integrated BCA + MCA	5years	50% in best four relevant subjects at XII level (Including English & Maths / Computer Science / Informatics Practice / Computer Applications / Multimedia & Web)	11
MCA	2 years	BCA/Graduations with Maths, with minimum 50% marks in aggregate	100
<b>Engineering</b>			
B.Tech Mechanical Engineering(NBA Accredited- Tire-I)	4 years	Qualifying Galgotias Engineering Entrance Exam (www.geee.in) Passed 10+2 examination with minimum 50% in Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Biotechnology/ Biology/ Technical Vocational subject/ Computer Science/ Information Technology/ Informatics Practices/ Agriculture/ Engineering Graphics/ Business Studies and 60% in aggregate in class XII.	20
		Obtained at least 45% marks (in case of candidates belonging to reserved category) in the above subjects taken together.	
		OR Passed Diploma (in Engineering and Technology) examination with at least 60% marks (55% marks in case of candidates belonging to reserved category) subject to vacancies in the First Year, in case the vacancies at lateral entry are exhausted.	
		Or	
		B.Sc degree from a recognized university with at least 60% marks or 6.0 CGPA and passed XIIth with Mathematics as a subject.	
		For Migration from Other Universities:	
		1) B.E./B.TechIst year minimum 60% marks or 6.0 CGPA on a 10 point scale	
M.Tech Mechatronics			5
B.Tech Civil Engineering	4 years	Qualifying Galgotias Engineering Entrance Exam (www.geee.in) Passed 10+2 examination with minimum 50% in Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Biotechnology/ Biology/ Technical Vocational subject/ Computer Science/ Information Technology/ Informatics Practices/ Agriculture/ Engineering Graphics/ Business Studies and 60% in aggregate in class XII.	20
		Or	

		<p>Minimum 60% marks in PCM in XIIth with minimum 40%ile or upto 5 Lakh rank in JEE Mains</p> <p>For Lateral Entry:</p> <p>Passed Diploma from AICTE approved institute in appropriate branch of Engineering/Technology with minimum 60% or 6.0 CGPA</p> <p>Or</p> <p>B.Sc degree from a recognized university with at least 60% marks or 6.0 CGPA and passed XIIth with Mathematics as a subject.</p> <p>For Migration from Other Universities:</p> <p>1) B.E./B.Tech1st year minimum 60% marks or 6.0 CGPA on a 10 point scale</p> <p>2) 65% PCM or above at XII level.</p>	
M.Tech Energy & Environmental Engineering	2 years	B.E/B.Tech with minimum 60% marks or equivalent in CGPA in relevant discipline	
M.Tech Structural Engineering			5
M.Tech Transportation Engineering			10
B. Tech. in Electronics & Communication Engineering(NBA Accredited- Tire-I)	4 years	<p>Qualifying Galgotias Engineering Entrance Exam (www.geee.in) Passed 10+2 examination with minimum 50% in Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Biotechnology/ Biology/ Technical Vocational subject/ Computer Science/ Information Technology/ Informatics Practices/ Agriculture/ Engineering Graphics/ Business Studies and 60% in aggregate in class XII.</p> <p>Or</p> <p>Minimum 60% marks in PCM in XIIth with minimum 40%ile or upto 5 Lakh rank in JEE Mains</p> <p>For Lateral Entry:</p> <p>Passed Diploma from AICTE approved institute in appropriate branch of Engineering/Technology with minimum 60% or 6.0 CGPA</p> <p>Or</p> <p>B.Sc degree from a recognized university with at least 60% marks or 6.0 CGPA and passed XIIth with Mathematics as a subject.</p> <p>For Migration from Other Universities:</p> <p>1) B.E./B.Tech1st year minimum 60% marks or 6.0 CGPA on a 10 point scale</p> <p>2) 65% PCM or above at XII level.</p>	10
B.Tech Electrical & Electronics Engineering	4 years	<p>Qualifying Galgotias Engineering Entrance Exam (www.geee.in) with minimum 50% in PCM and 60% aggregate in Class XII.</p> <p>Or</p> <p>Minimum 60% marks in PCM in XIIth with minimum 40%ile or upto 5 Lakh rank in JEE Mains</p> <p>For Lateral Entry:</p> <p>Passed Diploma from AICTE approved institute in appropriate branch of Engineering/Technology with minimum 60% or 6.0 CGPA</p> <p>Or</p> <p>B.Sc degree from a recognized university with at least 60% marks or 6.0 CGPA and passed XIIth with Mathematics as a subject.</p> <p>For Migration from Other Universities:</p>	10

		1) B.E./B.Tech 1st year minimum 60% marks or 6.0 CGPA on a 10 point scale	
B.Tech Electrical Engineering		2) 65% PCM or above at XII level.	10
M.Tech Power System Engineering	2 years	B.E./B.Tech with minimum 60% marks or equivalent in CGPA in relevant discipline	5
M.Tech Communication Engineering			5
M.Tech VLSI Design			
B.Sc Clinical Research & Healthcare	3 years	50% marks or above in core subjects at XII level.	
B.Sc. (Hons)-Biomedical Science		XII with Chemistry and Biology from a recognized Board with a minimum of 50 % marks in aggregate.	10
#B.Sc.- Nutrition & Dietetics			10
#B.Sc.- Medical Biotechnology			30
M.Sc. Clinical Research & Healthcare	2 years	Min 50% in Graduation in Life Science, Biochemistry, Pharmacology,	5
		Toxicology, Biotechnology, Microbiology, Botany, Zoology, B.Pharm, Nursing	
#M.Sc. – Nutrition & Dietetics			6
#M.Sc. – Medical Biotechnology			10
<b>Architecture &amp; Design</b>			
B.Sc in Fashion Design (In association with T-Series)	3 years	XII with minimum 50% Marks	21
Bachelor of Design in Fashion Design (In association with T-Series)	4 years		15
M.Sc in Fashion and Design (In association with T-Series)	2 years	Graduation with minimum 50% Marks	4
<b>UNIVERSITY POLYTECHNIC</b>			
Diploma in Mechanical Engineering	3 years	10th with minimum 40% marks.	30
		For Lateral Entry:	
		Passed 10+2 examination with Physics and Chemistry as compulsory subjects along with	
		Mathematics/ Biology subject with minimum 40% Marks	
		Or	
Diploma in Automobile Engineering			30
Diploma in Civil Engineering		10th + (2 years ITI) with 40% marks in appropriate Trade	30
Diploma in Computer Science & Engineering			90
Diploma in Electronics & Communication Engineering		For Migration from Other Universities/Institutes:	30
Diploma in Electrical Engineering		1) Diploma in Engineering 1st year passed with minimum 50% marks or 5.0 CGPA on a 10 point scale	30
#Diploma in Food Technology		10th with minimum 40% marks.	30
#Diploma in Production Engineering		10th with minimum 40% marks.	30
<b>Business</b>			
BBA Marketing & Automobile Management, Logistics and Supply Chain Management, Aviation Management	3 years	60% or above in best four relevant subjects at XII level	555
		For Migration from Other Universities: 1) BBA 1st yr. minimum 60% marks or 6.0 CGPA on a 10 point scale	

		2) 60% or above in best four relevant subjects at XII level	
Integrated MBA (BBA+MBA)	5 years	60% or above in best four relevant subjects at XII level	50
		For Migration from Other Universities:	
		1) BBA+MBA 1st yr. minimum 60% marks or 6.0 CGPA on a 10 point scale	
		2) 60% or above in best four relevant subjects at XII level	
MBA with dual specialization in: International Business, Finance, Marketing, Human Resource, Information Technology, Retail Management, Supply Chain Management, Operations Management, Media Management, Family Business, Business Analytics, Trade Fair, Event & Convention Management, Hospital & Health Care Management, Automobile Management and Marketing, Logistics & Supply chain Management, Aviation Management	2 years	Qualifying Galgotias University Management Aptitude Test (GUMAT) - ( <a href="http://www.geee.in">www.geee.in</a> ) with minimum 50% aggregate in Graduation	332
		Or	
		Minimum 50% marks in graduation with minimum 55%ile or 440 score in MAT or 50%ile in CAT/GMAT/CMAT/NMAT	
<b>Finance &amp; Commerce</b>			
B.Com (Hons.)	3 years	XII with minimum 60% marks in best four relevant subjects Mathematics/Commerce as a subject in XII level	57
Specialized subject papers are offered in following domains:		For Migration from Other Universities:	
International Accounting and Finance		1) B.Com(Hons) 1st yr. minimum 60% marks or 6.0 CGPA on a 10 point scale	
		2) 60% or above in best four relevant subjects at XII level	
BBA Financial Investment Analysis	3 years	XII With Commerce with minimum 50% marks in aggregate	15
MBA ( Financial Management)	2 Years	1) Minimum of 60% marks in Bachelor Degree	40
		Or	
		2) Minimum 50% marks in graduation with minimum 55%ile or 440 score in MAT (Student can apply offline only)	
		Or	
		3) Minimum 50% marks in graduation with minimum 50%ile in CAT/XAT/GMAT/CMAT/NMAT (Student can apply offline only)	

M.Com	2 Years	B.Com (Hons.)/B.Com with minimum 50% marks.	5
<b>Hospitality &amp; Tourism</b>			
B.Sc Hotel Management	3 years	XII with minimum 50% marks in best four relevant subjects	22
		For Migration from Other Universities:	
		1) B.Sc (Hotel Management) Ist yr. minimum 60% marks or 6.0 CGPA on a 10 point scale	
		2) XII with minimum 50% marks in best four relevant subjects	
Bachelor in Hotel Management	4 years	XII with minimum 50% marks in best four relevant subjects	30
#Bachelor of Tourism Administration	3 years	XII or equivalent with minimum 50% marks	6
<b>Liberal Education</b>			
B.A (Hons) Applied Psychology	3 years	XII with minimum 50% marks in best four relevant subjects	18
		For Migration from Other Universities:	
		1) BA (Hons.) Applied Psychology Ist yr. minimum 60% marks or 6.0 CGPA on a 10 point scale	
		2) 50% or above at XII level in Best Four relevant subjects	
B.A (Hons) Economics	3 years	XII with Maths or Economics, with minimum 50% marks in best four relevant subjects	24
		For Migration from Other Universities:	
		1) BA (Hons.) Economics Ist yr. minimum 60% marks or 6.0 CGPA on a 10 point scale	
		2) 50% or above at XII level in Best Four relevant subjects including Maths or Economics	
B.A (Hons) Sociology	3 years	XII with minimum 50% marks in Aggregate	5
B.A (Hons) Political Science	3 years	XII with minimum 50% marks in best four relevant subjects	44
		For Migration from Other Universities:	
		1) BA (Hons.) Political Science Ist yr. minimum 60% marks or 6.0 CGPA on a 10 point scale	
		2) XII with minimum 50% marks in best four relevant subjects	
B.A (Hons) English	3 years	XII with English with minimum 50% marks in best four relevant subjects	39
		For Migration from Other Universities:	
		1) BA (Hons.) English Ist yr. minimum 60% marks or 6.0 CGPA on a 10 point scale	
		2) 50% or above at XII level in Best Four relevant subjects with English	
M.A Applied Psychology	2 years	Graduation with Psychology as one of the subjects with minimum 50% marks in aggregate	5
M.A English		B.A. in English with minimum 50% marks in aggregate	5
M.A Political Science		Graduation with minimum 50% marks in aggregate	5
<b>Media &amp; Communication Studies</b>			
BA Journalism & Mass Comm.(Academic association with ISOMES & Jagran Institute of Management & Mass Communication)	3 years	XII with minimum 50% marks in best four relevant subjects	60
		For Migration from Other Universities:	
		1) BJMC Ist yr. minimum 60% marks or 6.0 CGPA on a 10 point scale	
		2) 50% or above at XII level in Best Four relevant subjects	

MA Journalism & Mass Comm. (Academic association with ISOMES & Jagran institute of Management & Mass Communication)	2 years	Graduation with minimum 50% marks in aggregate	10
<b>Medical and Allied Sciences</b>			
D.Pharm (Diploma in Pharmacy) (Approved by Pharmacy Council of India)	2 years	XII with Science with minimum 50% Marks in aggregate. The minimum age for admission shall be 17 years	60
Bachelor of Physiotherapy	4 years + 6 months (Internship)	XIIth with Science (Physics, Chemistry and Biology) with minimum 50% marks in PCB. The minimum age for admission shall be 17 years	130
Bachelor of Pharmacy (Approved by Pharmacy Council of India)	4 years	XIIth with 60% and Physics & Chemistry as compulsory subjects with Math/Biology/Biotechnology. The minimum age for admission shall be 17 years For Lateral Entry: Passed Diploma in Pharmacy (D.Pharma) with minimum 60% or 6.0 CGPA For Migration from Other Universities: 1) B.Pharm 1st yr. minimum 60% marks or 6.0 CGPA on a 10 point scale 2) XIIth with 50% and Physics & Chemistry as compulsory subjects with Math/Biology/Biotechnology	100
B.Sc. Medical Laboratory Technology		XIIth with Science (Physics, Chemistry and Biology) or XIIth with vocational subjects of Medical Lab Technology or equivalent with minimum 50% marks in best four relevant subjects. The minimum age for admission shall be 17 years For Migration from Other Universities: 1) Minimum 50% in B.Sc MLT 1st year 2) Minimum 50% marks in best four subjects in Class XIIth with PCB	60
Bachelor of Optometry	3 years + 1 yr (internship)	XIIth with PCM or PCB with 50% marks The minimum age for admission shall be 17 years For Migration from Other Universities: 1) Minimum 50% in B.Optom 1st year 2) XIIth with PCM or PCB with 50% marks	20
B.Sc Cardiovascular Technology		XIIth with Physics Chemistry & Biology with 50% marks The minimum age for admission shall be 17 years For Migration from Other Universities: 1) Minimum 50% in B.Sc CVT 1st year 2) XIIth with Physics Chemistry & Biology with 50% marks	40
Master of Physiotherapy (M.P.T)	2 years	Bachelor of Physiotherapy with minimum 50% marks	5
Masters Of Pharmacy (Pharmaceutics)		B.Pharm with minimum 50% marks	12
Master of Optometry	2 Years	Bachelor of Optometry with minimum 50% marks	5
M.Sc. in Cardiovascular Technology	2 Years	Bachelor of Cardiovascular Technology with minimum 50% marks	5
<b>Nursing</b>			
B.Sc (Nursing)	4 years	10+2 from a recognized board or university with Science (Physics, Chemistry, Biology) and English with minimum of 45% aggregate marks The minimum age for admission shall be 17 years	60

<b>Basic &amp; Applied Sciences</b>			
B.Sc (Hons) Zoology	3 years	XII with PCB with minimum 50% marks.	18
B.Sc (Hons) Mathematics	3 years	Class XII with mathematics as one of the subject with minimum 50% marks in aggregate	18
B.Sc (Hons.) Physics	3 years	XII with Science with minimum 50% marks.	15
B.Sc (Hons.) Chemistry			15
B.Sc (Hons) Microbiology	3 years	XII with Chemistry and Biology from a recognized Board with a minimum of 50 % marks in aggregate.	18
B.Sc (Hons.) Forensic Sciences	3 years	XII with Science with minimum 50% marks.	36
		For Migration from Other Universities:	
		1) B.Sc Forensic Science Ist year with minimum 60% marks or 6.0 CGPA on a 10 point scale 2) XII with Science with minimum 50% marks.	
M.Sc Microbiology	2 years	Graduation in Botany/ Zoology/ Biochemistry/ Biotechnology/ Microbiology/ Biomedical Sciences/ Genetics/ Medicine/ Agriculture	30
		/ Life Sciences/ Chemistry/ Pharmacy from any recognized university or	
		equivalent examination with a minimum of 50 % marks in aggregate.	
M.Sc Chemistry	2 years	B.Sc. (Hons) Chemistry / B.Sc. General with minimum 50% aggregate.	11
M.Sc Bio-Chemistry	2 years	Graduation in Botany/ Zoology/ Biochemistry/ Biotechnology/ Microbiology/ Biomedical Sciences/ Genetics/ Medicine/ Agriculture/ Life Sciences/	9
		Chemistry/ Pharmacy from any recognized university or equivalent examination with a minimum of 50 % marks in aggregate.	
M.Sc Forensic Sciences	2 years	B.Sc. in Forensic Science, Basic Health or Allied Science with 50% marks in aggregate	29
<b>Law</b>			
Bachelor of Law (LLB) (Hons.)	3 years	Graduation with minimum 50% aggregate from a recognized university	60
		Or	
		Graduation with minimum 45% aggregate from a recognized university with valid CLAT/LSAT — INDIA™ Score/Rank/percentile	
Integrated B.A. + LLB (Hons.)	5 years	Qualifying Galgotias University Law School Admission Test (GULSAT) - (www.geee.in) with minimum 50% aggregate marks in XIIth	120
		Or	
		XII with minimum 45% marks in aggregate with valid CLAT/LSAT — India™ Score/Rank/percentile	
		For Migration Form Other Universities:	
		1) B.A LL.B (Hons) 1st year with minimum 60% marks or equivalent 2) XII with minimum 60% marks in aggregate.	
Integrated BBA + LLB (Hons.)	5 years	Qualifying Galgotias University Law School Admission Test (GULSAT) - (www.geee.in) with minimum 50% aggregate marks in XIIth	120
		Or	
		XII with minimum 45% marks in aggregate with valid CLAT/LSAT — India™ Score/Rank/percentile	
		For Migration Form Other Universities:	

		1) BBA LL.B (Hons) 1st year with minimum 60% marks or equivalent	
		2) XII with minimum 60% marks in aggregate.	
Master of Laws (LL.M)	1 year	50% marks in LLB or in a 5 year integrated law program from a recognized university. And Qualifying All India Entrance Test conducted by Galgotias University/ CLAT/LSAT — India™	60
<b>Education</b>			
B.Ed. - Bachelor of Education	2 years	50% (minimum) either in bachelor or master degree in science/social science/humanities/commerce/B.Tech. 5% relaxation in marks for SC/ST candidates	50
M. Ed. - Master of Education	2 years	50% (minimum) marks or an equivalent grade in B.Ed./B.A. B.Ed./ B.Sc. B.Ed./B.Com. B.Ed./ B.El.Ed./ D.El.Ed. with an undergraduate degree (with 50% marks in each)	50
MA – Education	2 years	Graduate with 50% marks in any stream.	50
<b>Agriculture</b>			
B.Sc (Hons.) Agriculture	4 years	XII with Science with minimum 50% marks.	100
Ph.D	Cwork1+2	A Master's degree from a recognized Indian/foreign University  or any other equivalent degree to the satisfaction of the Academic Council of the University, in the relevant field, with not less than 55% marks in aggregate or 6.0 CGPA on a 10 point scale or equivalent. (JRF) Examination/SLET/GATE/Teacher Fellowship holder or have passed M.Phil. Programmes/10 or more years of industry experience are exempted from Written Examinations. Note: Candidates who have qualified in UGC NET/CSIR	

\*University has rights to cancel/change the programme .

## 2.0 RULES OF ADMISSION

Programme	Duration	Eligibility/Cut of % for academic session 2020-21 ( as per University norms)
<b>Computing Science &amp; Engineering</b>		
B.Tech in Computer Science Engineering * Cloud Computing & virtualization * Artificial Intelligence and Machine Learning *Cyber Security *(Internet of Things and Cyber Security Including Block Chain Technology *Gaming Technology*Business Systems	4 years	Qualifying Galgotias Engineering Entrance Exam (www.geee.in) Passed 10+2 examination with minimum 50% in Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Biotechnology/ Biology/ Technical Vocational subject/ Computer Science/ Information Technology/ Informatics Practices/ Agriculture/ Engineering Graphics/ Business Studies and 60% in aggregate in class XII.
		Or
		Minimum 60% marks in PCM in XIIth with minimum 40%ile or upto 5 Lakh rank in JEE Mains
		For Lateral Entry:
		Passed Diploma from AICTE approved institute in appropriate branch of Engineering/Technology with minimum 60% or 6.0 CGPA
		Or
		B.Sc degree from a recognized university with at least 60% marks or 6.0 CGPA and passed XIIth with Mathematics as a subject.
		For Migration from Other Universities:
		1) B.E./B.Tech1st year minimum 60% marks or 6.0 CGPA on a 10 point scale
		2) 65% PCM or above at XII level.
#B.Tech in Artificial Intelligence and Data Science		Qualifying Galgotias Engineering Entrance Exam (www.geee.in) with minimum 50% in PCM and 60% aggregate in Class XII.
		OR Minimum 60% marks in PCM in XIIth with minimum 40%ile or upto 5 Lakh rank in JEE Mains
#M. Tech in Artificial Intelligence & Data Science		B.E/B.Tech with minimum 60% marks or equivalent in CGPA in relevant discipline
M. Tech -Computer Science & Engineering <i>Artificial Intelligence &amp; Machine Learning</i>		
B.Sc (Computer Science)	3 years	XII with Science with minimum 50% marks. (Maths or Computer Application as a subject in XII)
M.Sc Computer Science	2 years	Graduation with computer science/Mathematics or relevant with minimum 50% Marks in Aggregate.



		<p>Minimum 60% marks in PCM in XIIth with minimum 40%ile or upto 5 Lakh rank in JEE Mains</p> <p>For Lateral Entry:</p> <p>Passed Diploma from AICTE approved institute in appropriate branch of Engineering/Technology with minimum 60% or 6.0 CGPA</p> <p>Or</p> <p>B.Sc degree from a recognized university with at least 60% marks or 6.0 CGPA and passed XIIth with Mathematics as a subject.</p> <p>For Migration from Other Universities:</p> <p>1) B.E./B.Tech1st year minimum 60% marks or 6.0 CGPA on a 10 point scale</p> <p>2) 65% PCM or above at XII level.</p>
M.Tech Energy & Environmental Engineering	2 years	B.E/B.Tech with minimum 60% marks or equivalent in CGPA in relevant discipline
M.Tech Structural Engineering		
M.Tech Transportation Engineering		
B. Tech. in Electronics & Communication Engineering(NBA Accredited- Tire-I)	4 years	<p>Qualifying Galgotias Engineering Entrance Exam (www.geee.in) Passed 10+2 examination with minimum 50% in Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Biotechnology/ Biology/ Technical Vocational subject/ Computer Science/ Information Technology/ Informatics Practices/ Agriculture/ Engineering Graphics/ Business Studies and 60% in aggregate in class XII.</p> <p>Or</p> <p>Minimum 60% marks in PCM in XIIth with minimum 40%ile or upto 5 Lakh rank in JEE Mains</p> <p>For Lateral Entry:</p> <p>Passed Diploma from AICTE approved institute in appropriate branch of Engineering/Technology with minimum 60% or 6.0 CGPA</p> <p>Or</p> <p>B.Sc degree from a recognized university with at least 60% marks or 6.0 CGPA and passed XIIth with Mathematics as a subject.</p> <p>For Migration from Other Universities:</p> <p>1) B.E./B.Tech1st year minimum 60% marks or 6.0 CGPA on a 10 point scale</p> <p>2) 65% PCM or above at XII level.</p>
B.Tech Electrical & Electronics Engineering	4 years	<p>Qualifying Galgotias Engineering Entrance Exam (www.geee.in) with minimum 50% in PCM and 60% aggregate in Class XII.</p> <p>Or</p> <p>Minimum 60% marks in PCM in XIIth with minimum 40%ile or upto 5 Lakh rank in JEE Mains</p> <p>For Lateral Entry:</p> <p>Passed Diploma from AICTE approved institute in appropriate branch of Engineering/Technology with minimum 60% or 6.0 CGPA</p> <p>Or</p> <p>B.Sc degree from a recognized university with at least 60% marks or 6.0 CGPA and passed XIIth with Mathematics as a subject.</p> <p>For Migration from Other Universities:</p>

		1) B.E./B.Tech 1st year minimum 60% marks or 6.0 CGPA on a 10 point scale	
B.Tech Electrical Engineering		2) 65% PCM or above at XII level.	
M.Tech Power System Engineering	2 years	B.E./B.Tech with minimum 60% marks or equivalent in CGPA in relevant discipline	
M.Tech Communication Engineering			
M.Tech VLSI Design			
B.Sc Clinical Research & Healthcare	3 years	50% marks or above in core subjects at XII level.	
B.Sc. (Hons)-Biomedical Science		XII with Chemistry and Biology from a recognized Board with a minimum of 50 % marks in aggregate.	
#B.Sc.- Nutrition & Dietetics			
#B.Sc.- Medical Biotechnology			
M.Sc. Clinical Research & Healthcare	2 years	Min 50% in Graduation in Life Science, Biochemistry, Pharmacology,	
#M.Sc. – Nutrition & Dietetics		Toxicology, Biotechnology, Microbiology, Botany, Zoology, B.Pharm, Nursing	
#M.Sc. – Medical Biotechnology			
<b>Architecture &amp; Design</b>			
B.Sc in Fashion Design (In association with T-Series)	3 years	XII with minimum 50% Marks	
Bachelor of Design in Fashion Design (In association with T-Series)	4 years		
M.Sc in Fashion and Design (In association with T-Series)	2 years	Graduation with minimum 50% Marks	
<b>UNIVERSITY POLYTECHNIC</b>			
Diploma in Mechanical Engineering	3 years	10th with minimum 40% marks. For Lateral Entry: Passed 10+2 examination with Physics and Chemistry as compulsory subjects along with Mathematics/ Biology subject with minimum 40% Marks Or	
Diploma in Automobile Engineering			
Diploma in Civil Engineering		10th + (2 years ITI) with 40% marks in appropriate Trade	
Diploma in Computer Science & Engineering			
Diploma in Electronics & Communication Engineering		For Migration from Other Universities/Institutes:	
Diploma in Electrical Engineering		1) Diploma in Engineering 1st year passed with minimum 50% marks or 5.0 CGPA on a 10 point scale	
#Diploma in Food Technology		10th with minimum 40% marks.	
#Diploma in Production Engineering		10th with minimum 40% marks.	
<b>Business</b>			
BBA Marketing & Automobile Management, Logistics and Supply Chain Management, Aviation Management		3 years	60% or above in best four relevant subjects at XII level For Migration from Other Universities: 1) BBA 1st yr. minimum 60% marks or 6.0 CGPA on a 10 point scale

		2) 60% or above in best four relevant subjects at XII level
Integrated MBA (BBA+MBA)	5 years	60% or above in best four relevant subjects at XII level
		For Migration from Other Universities:
		1) BBA+MBA Ist yr. minimum 60% marks or 6.0 CGPA on a 10 point scale
		2) 60% or above in best four relevant subjects at XII level
MBA with dual specialization in: International Business, Finance, Marketing, Human Resource, Information Technology, Retail Management, Supply Chain Management, Operations Management, Media Management, Family Business, Business Analytics, Trade Fair, Event & Convention Management, Hospital & Health Care Management, Automobile Management and Marketing, Logistics & Supply chain Management, Aviation Management	2 years	Qualifying Gargotias University Management Aptitude Test (GUMAT) - ( <a href="http://www.geee.in">www.geee.in</a> ) with minimum 50% aggregate in Graduation
		Or
		Minimum 50% marks in graduation with minimum 55%ile or 440 score in MAT or 50%ile in CAT/GMAT/CMAT/NMAT
<b>Finance &amp; Commerce</b>		
B.Com (Hons.)	3 years	XII with minimum 60% marks in best four relevant subjects Mathematics/Commerce as a subject in XII level
Specialized subject papers are offered in following domains:		
International Accounting and Finance		
	3 years	For Migration from Other Universities:
		1) B.Com(Hons) Ist yr. minimum 60% marks or 6.0 CGPA on a 10 point scale
		2) 60% or above in best four relevant subjects at XII level
BBA Financial Investment Analysis	3 years	XII With Commerce with minimum 50% marks in aggregate
MBA ( Financial Management)	2 Years	1) Minimum of 60% marks in Bachelor Degree
		Or
		2) Minimum 50% marks in graduation with minimum 55%ile or 440 score in MAT (Student can apply offline only)
		Or
		3) Minimum 50% marks in graduation with minimum 50%ile in CAT/XAT/GMAT/CMAT/NMAT (Student can apply offline only)

M.Com	2 Years	B.Com (Hons.)/B.Com with minimum 50% marks.
<b>Hospitality &amp; Tourism</b>		
B.Sc Hotel Management	3 years	XII with minimum 50% marks in best four relevant subjects
		For Migration from Other Universities:
		1) B.Sc (Hotel Management) Ist yr. minimum 60% marks or 6.0 CGPA on a 10 point scale 2) XII with minimum 50% marks in best four relevant subjects
Bachelor in Hotel Management	4 years	XII with minimum 50% marks in best four relevant subjects
#Bachelor of Tourism Administration	3 years	XII or equivalent with minimum 50% marks
<b>Liberal Education</b>		
B.A (Hons) Applied Psychology	3 years	XII with minimum 50% marks in best four relevant subjects
		For Migration from Other Universities:
		1) BA (Hons.) Applied Psychology Ist yr. minimum 60% marks or 6.0 CGPA on a 10 point scale 2) 50% or above at XII level in Best Four relevant subjects
B.A (Hons) Economics	3 years	XII with Maths or Economics, with minimum 50% marks in best four relevant subjects
		For Migration from Other Universities:
		1) BA (Hons.) Economics Ist yr. minimum 60% marks or 6.0 CGPA on a 10 point scale 2) 50% or above at XII level in Best Four relevant subjects including Maths or Economics
B.A (Hons) Sociology	3 years	XII with minimum 50% marks in Aggregate
B.A (Hons) Political Science	3 years	XII with minimum 50% marks in best four relevant subjects
		For Migration from Other Universities:
		1) BA (Hons.) Political Science Ist yr. minimum 60% marks or 6.0 CGPA on a 10 point scale 2) XII with minimum 50% marks in best four relevant subjects
B.A (Hons) English	3 years	XII with English with minimum 50% marks in best four relevant subjects
		For Migration from Other Universities:
		1) BA (Hons.) English Ist yr. minimum 60% marks or 6.0 CGPA on a 10 point scale 2) 50% or above at XII level in Best Four relevant subjects with English
M.A Applied Psychology	2 years	Graduation with Psychology as one of the subjects with minimum 50% marks in aggregate
M.A English		B.A. in English with minimum 50% marks in aggregate
M.A Political Science		Graduation with minimum 50% marks in aggregate
<b>Media &amp; Communication Studies</b>		
BA Journalism & Mass Comm.(Academic association with ISOMES & Jagran Institute of Management & Mass Communication)	3 years	XII with minimum 50% marks in best four relevant subjects
		For Migration from Other Universities:
		1) BJMC Ist yr. minimum 60% marks or 6.0 CGPA on a 10 point scale 2) 50% or above at XII level in Best Four relevant subjects

MA Journalism & Mass Comm. (Academic association with ISOMES & Jagran institute of Management & Mass Communication)	2 years	Graduation with minimum 50% marks in aggregate
<b>Medical and Allied Sciences</b>		
D.Pharm (Diploma in Pharmacy) (Approved by Pharmacy Council of India)	2 years	XII with Science with minimum 50% Marks in aggregate. The minimum age for admission shall be 17 years
Bachelor of Physiotherapy	4 years + 6 months (Internship)	XIIth with Science (Physics, Chemistry and Biology) with minimum 50% marks in PCB. The minimum age for admission shall be 17 years
Bachelor of Pharmacy (Approved by Pharmacy Council of India)	4 years	XIIth with 60% and Physics & Chemistry as compulsory subjects with Math/Biology/ Biotechnology. The minimum age for admission shall be 17 years For Lateral Entry: Passed Diploma in Pharmacy (D.Pharma) with minimum 60% or 6.0 CGPA For Migration from Other Universities: 1) B.Pharm 1st yr. minimum 60% marks or 6.0 CGPA on a 10 point scale 2) XIIth with 50% and Physics & Chemistry as compulsory subjects with Math/Biology/ Biotechnology
B.Sc. Medical Laboratory Technology	3 years + 1 yr (internship)	XIIth with Science (Physics, Chemistry and Biology) or XIIth with vocational subjects of Medical Lab Technology or equivalent with minimum 50% marks in best four relevant subjects. The minimum age for admission shall be 17 years For Migration from Other Universities: 1) Minimum 50% in B.Sc MLT 1st year 2) Minimum 50% marks in best four subjects in Class XIIth with PCB
Bachelor of Optometry		XIIth with PCM or PCB with 50% marks The minimum age for admission shall be 17 years For Migration from Other Universities: 1) Minimum 50% in B.Optom 1st year 2) XIIth with PCM or PCB with 50% marks
B.Sc Cardiovascular Technology		XIIth with Physics Chemistry & Biology with 50% marks The minimum age for admission shall be 17 years For Migration from Other Universities: 1) Minimum 50% in B.Sc CVT 1st year 2) XIIth with Physics Chemistry & Biology with 50% marks
Master of Physiotherapy (M.P.T)		2 years
Masters Of Pharmacy (Pharmaceutics)		B.Pharm with minimum 50% marks
Master of Optometry	2 Years	Bachelor of Optometry with minimum 50% marks
M.Sc. in Cardiovascular Technology	2 Years	Bachelor of Cardiovascular Technology with minimum 50% marks
<b>Nursing</b>		
B.Sc (Nursing)	4 years	10+2 from a recognized board or university with Science (Physics, Chemistry, Biology) and English with minimum of 45% aggregate marks The minimum age for admission shall be 17 years
<b>Basic &amp; Applied Sciences</b>		

B.Sc (Hons) Zoology	3 years	XII with PCB with minimum 50% marks.
B.Sc (Hons) Mathematics	3 years	Class XII with mathematics as one of the subject with minimum 50% marks in aggregate
B.Sc (Hons.) Physics	3 years	XII with Science with minimum 50% marks.
B.Sc (Hons.) Chemistry		
B.Sc (Hons) Microbiology	3 years	XII with Chemistry and Biology from a recognized Board with a minimum of 50 % marks in aggregate.
B.Sc (Hons.) Forensic Sciences	3 years	XII with Science with minimum 50% marks.
		For Migration from Other Universities:
		1) B.Sc Forensic Science Ist year with minimum 60% marks or 6.0 CGPA on a 10 point scale 2) XII with Science with minimum 50% marks.
M.Sc Microbiology	2 years	Graduation in Botany/ Zoology/ Biochemistry/ Biotechnology/ Microbiology/ Biomedical Sciences/ Genetics/ Medicine/ Agriculture
		/ Life Sciences/ Chemistry/ Pharmacy from any recognized university or equivalent examination with a minimum of 50 % marks in aggregate.
M.Sc Chemistry	2 years	B.Sc. (Hons) Chemistry / B.Sc. General with minimum 50% aggregate.
M.Sc Bio-Chemistry	2 years	Graduation in Botany/ Zoology/ Biochemistry/ Biotechnology/ Microbiology/ Biomedical Sciences/ Genetics/ Medicine/ Agriculture/ Life Sciences/
		Chemistry/ Pharmacy from any recognized university or equivalent examination with a minimum of 50 % marks in aggregate.
M.Sc Forensic Sciences	2 years	B.Sc. in Forensic Science, Basic Health or Allied Science with 50% marks in aggregate
<b>Law</b>		
Bachelor of Law (LLB) (Hons.)	3 years	Graduation with minimum 50% aggregate from a recognized university
		Or
		Graduation with minimum 45% aggregate from a recognized university with valid CLAT/LSAT — INDIA™ Score/Rank/percentile
Integrated B.A. + LLB (Hons.)	5 years	Qualifying Galgotias University Law School Admission Test (GULSAT) - (www.geee.in) with minimum 50% aggregate marks in XIIth
		Or
		XII with minimum 45% marks in aggregate with valid CLAT/LSAT — India™ Score/Rank/percentile
		For Migration Form Other Universities:
		1) B.A LL.B (Hons) 1st year with minimum 60% marks or equivalent 2) XII with minimum 60% marks in aggregate.
Integrated BBA + LLB (Hons.)	5 years	Qualifying Galgotias University Law School Admission Test (GULSAT) - (www.geee.in) with minimum 50% aggregate marks in XIIth
		Or
		XII with minimum 45% marks in aggregate with valid CLAT/LSAT — India™ Score/Rank/percentile
		For Migration Form Other Universities:
		1) BBA LL.B (Hons) 1st year with minimum 60% marks or equivalent 2) XII with minimum 60% marks in aggregate.

Master of Laws (LL.M)	1 year	50% marks in LLB or in a 5 year integrated law program from a recognized university.
		And
		Qualifying All India Entrance Test conducted by Galgotias University/ CLAT/LSAT — India™
<b>Education</b>		
B.Ed. - Bachelor of Education	2 years	50% (minimum) either in bachelor or master degree in science/social science/humanities/commerce/B.Tech. 5% relaxation in marks for SC/ST candidates
M. Ed. - Master of Education	2 years	50% (minimum) marks or an equivalent grade in B.Ed./B.A. B.Ed./ B.Sc. B.Ed./B.Com. B.Ed./ B.El.Ed./ D.El.Ed. with an undergraduate degree (with 50% marks in each)
MA – Education	2 years	Graduate with 50% marks in any stream.
<b>Agriculture</b>		
B.Sc (Hons.) Agriculture	4 years	XII with Science with minimum 50% marks.
Ph.D	Cwork1+2	A Master's degree from a recognized Indian/foreign University
		or any other equivalent degree to the satisfaction of the Academic Council of the University, in the relevant field, with not less than 55% marks in aggregate or 6.0 CGPA on a 10 point scale or equivalent. (JRF) Examination/SLET/GATE/Teacher Fellowship holder or have passed M.Phil. Programmes/10 or more years of industry experience are exempted from Written Examinations. Note: Candidates who have qualified in UGC NET/CSIR

### 3.0 FEES CONCESSION / SCHOLARSHIP:-

The various schemes of fee concession /Scholarship/ Freeship are as given below.

Galgotias University offers scholarships to meritorious students and students possessing exemplary skills in sports, performing arts or literature. Merit-cum-means scholarship is also available for other categories of students.

### 3.1 Merit Scholarship on Admission

The University offers scholarships to meritorious candidates based on her/his academic performance in qualifying examinations prescribed by the university, viz 10+2 or graduation, rank/score in All India/State Level Entrance/Aptitude Test and candidates possessing exemplary skills in sports, performing arts or literature.

- 100% tuition fee waiver for toppers of all Boards/Universities.
- 50% tuition fee waiver as scholarship for students securing upto 4000th rank in the JEE.
- 50% tuition fee waiver as scholarship for students securing upto 100th rank in the UPSEE.

- 25% tuition fee waiver as scholarship for students securing 93% aggregate / PCM and above in class 12 or 80% marks in graduation.
- 20% tuition fee waiver as scholarship for students securing minimum 60% in CAT or above 600 marks in MAT.
- 20% tuition fee waiver as scholarship for meritorious LSAT qualified students.

### 3.2 Merit Scholarship during a program

In order to encourage students to achieve higher performance during their studies in an academic program, the university institutes merit scholarships for them in recognition of their academic achievements in the concerned programs of study. These scholarships are awarded every year from the second year onwards, after the declaration of the results, for a period of one year.

### 3.3 Merit-Cum-Means Scholarship

Scholarships are also available for economically weak or differently abled students, Armed Forces / Police Personnel Wards, on a case- to-case basis depending on their performance in the qualifying examination.

### 3.4 Galgotias University Entrance Exam (GUEE) Scholarships

Scholarships to meritorious candidates on the bases of performance in the GUEE 2019.

<b>Performance</b>	<b>Scholarship</b>
<b>GUEE Rank 1 to 10</b>	75% Tuition fee waiver
<b>GUEE Rank 11 to 20</b>	50% Tuition fee waiver
<b>GUEE Rank 21 to 30</b>	25% Tuition fee waiver

### 3.5 Sports Quota Scholarship

50% tuition fee waiver to National/International players Under Galgotias University Sports quota, candidates can secure admission at Galgotias University in two ways:

- Direct Admission without Sports Trials
- Admission with Sports Trials

### 4.0 CHANGE OF BRANCH

Only Change of Discipline within the same Programme or change from Integrated Programme to regular or vice versa is permissible

The student, who approaches the Dean's office, should be asked to submit the application on the prescribed format available with the Dean.

Application for change of Programme/Discipline should be categorized in two categories:

- a. Change of Discipline within the same Programme e.g. Change of discipline from B. Tech. CSE to B. Tech. CE (only in 1stYear)
- b. Change from Integrated B. Tech. +M.Tech. or Integrated B. Tech. +MBA to B. Tech. or vice versa. Steps for submitting application:-

#### For Category A

Applications for Change of Discipline within the same Programme will be available in the Registrar's Office after declaration of 1st year results.

Declaration of First Year Results	June 15
Last Date for Submission of Application	June 30

The respective Deans of School will prepare a list of students who have applied for Change of Discipline on the basis of CGPA, for those who have passed without any supplementary / debarred papers. After change of branch the number of students in the branch (es) shall neither increase over the approved intake nor will it decrease below 75% of intake approved. Applications along with the merit list shall be forwarded to the registrar's office within a week of the declaration of results.

### **For category B**

Applications for Change from Integrated B. Tech + M. Tech or Integrated B. Tech. + MBA to B. Tech. or BBA+MBA or vice versa will be available in the Registrar's Office only for 7 working days after the date of orientation.

There shall be no opportunity for a change of discipline mid-way during the programme. No application after the above dates shall be entertained. Students should continue to attend the classes in the existing programme, till the change of programme is approved by the competent authority. The change in program will be allowed on merit basis if these seats are available, eligibility conditions are fulfilled by the students and the provisions in Rules & Regulations of the University.

## **5.0 GENERAL RULES**

### **Student's Roll No. / Registration code**

After completion of admission, students are given a unique registration code/roll number, alpha numeric of 11 (YYBBBBDSNNN) details as below

YY	:	Year of Admission
BBBB:		School Code
D	:	Degree UG/PG/PhD (1/2/3)
S	:	Specialization (1/2/3....9)
NNN:		Serial Number (Roll Number)

## **6.0 UNIVERSITY TIMINGS**

The classes commence at 08:30 AM. Students are expected to be in the classroom 08:25 AM. The lunch hour is from 12:40 PM. to 01:30 PM. The last class ends at 05:30 PM. Lunch time may be changed, in case a class is engaged during regular lunch time.

## **7.0 CLASS ENVIRONMENT**

The University is a community of learners. Students, as well as faculty, have a responsibility for creating and maintaining an environment that supports effective learning. In order for faculty members to provide and for students to receive effective instructions in classrooms, laboratories, the University expects students to conduct themselves in an orderly and cooperative manner by following instructions given by the instructors.

## **8.0 LABORATORY ENVIRONMENT**

A conducive learning environment in the laboratory is essential and the students are advised to follow the following guidelines:

1. Listen carefully to the faculty at all times, as the students may be working with dangerous materials or equipment. Accidents resulting in injuries can occur if directions are not strictly followed.
2. Eating, drinking or chewing gum while experiments are underway are strictly forbidden.
3. Students should conduct themselves in a responsible and cautious manner at all times. At no time should anyone in the lab engage in behavior such as pushing, running, jumping or other risky behavior.
4. No loose clothing should be worn in the laboratory as these will be difficult to manage and these may come into contact with flames or chemicals. Full sleeves should be rolled up, and hair tied back. Lab coats must be worn at all times in the laboratory.
5. Students should familiarize themselves with the location of the safety equipment which may be available, including the fire extinguisher and the eye wash station. They should also be aware of the location of the emergency exit.

6. In the event of an evacuation follow the instructions given. In the absence of instructions, follow the evacuation process.
7. All books and belongings must be left at the desk, away from the lab station. Only the materials required completing and recording the experiment instructions, (e.g. pencils or graph paper, etc.) should be brought into the laboratory.
8. All equipment should be handled carefully to prevent breakage or damage and harm to self.
9. Students should clean their lab stations before departing.
10. Students should report any accident, no matter how small or big, to the faculty without any delay.
11. Any willful damage caused to equipment in the laboratory will result in disciplinary action against the students at fault.

## **9.0 SEMESTER/TERM**

An academic year shall be apportioned into two semesters. Each of the two semesters shall be of a working duration of about 21 weeks. There shall be a break of about 1 week after the first semester and a vacation of approximately 4 weeks after the second semester of an academic year. The Academic Calendar shall be notified by the University each year, before the start of the Academic Year.

### **9.1 ACADEMIC BREAK-UP OF THE SEMESTERS DEVOTED TO INSTRUCTIONAL WORK SHALL BE AS BELOW:**

Imparting of instructions and/or laboratory work <b>Weeks</b>	<b>17</b>
-----	
Semester-end Examination, including Practical /Laboratory Examination <b>04Weeks</b>	

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## 9.2 ACADEMIC CALENDAR:

General structuring of Semester is given in Table below

Total Number of Days	15 weeks / 90 Days
Odd Term	July to December
Even Term	January to May
Winter Exam	December
Summer Exam	June
Summer vacation	July

### Academic Calendar will have

- Dates for registration, Examination, IA Assessments
- List of holidays
- List of Activities

## 10.0 ACADEMIC PROGRAMME COMMITTEE

Each School of Studies of the University will have an Academic Programme Committee.

- i. In the case of Schools of Studies, all the teachers of a School of Studies shall constitute the Academic Programme Committee of which the Dean of the School shall act as Chairman. This Committee shall coordinate the implementation of the courses for optimum utilization of resources and shall also take care of the coordination of the School's programmes with the other programmes run by the different Schools of the University.
- ii. The Committee shall coordinate the implementation of the academic programme to include timely coverage of the courses (syllabus) and uniformity in internal assessment/class tests. The Committee shall also assist in preparation of model question papers, if required, prepare guidelines for practical examinations and suggest names for panels of examiners. The Committee may also suggest any modifications in the syllabus, undertake comprehensive review of syllabi, or draw up draft syllabi for new courses.
  - (i) The Committee Shall study PO attainment as given by PC of corresponding program  
and discuss on the gaps identified and prepare Action taken report and follow-up on  
its implementation
  - (ii) The committee shall review the CO attainment, CO – PO/PSO mapping and the  
Pedagogy

The Academic Programme Committee shall meet as and when required but at least once every semester. The Chairman of the Committee will convene the meetings.

## **11.0 Attendance**

A student is expected to maintain full attendance in all courses. Considering the fact that a student may be absent due to ill-health or some family emergency, he/she is permitted to maintain minimum attendance of 75% without producing any proof for the absence. For leave of absence between 75% and 60% of attendance, the student must inform the School in advance and seek permission for absence. The Dean on the recommendation of the Program Chair, will forward such cases to the Dean Academics office for a final decision. In case of medical exigencies, the student/ parent should inform the Dean of school through program Chair with proof from the doctor and obtain the consent within a week, starting from the day of absence. Any leave (of absence) without the consent of the Dean will be treated as unauthorized absence.

The medical all cases dean of the school should forward to the Dean academics who shall compile all records and put up in front of concern committee of the university for final approval.

It will not be provided with any concession for fulfilling the requirement of a minimum of 75% attendance. Students taking leave with the consent of Dean up to 25% (i.e. maintaining a minimum of 75% attendance in each course) will be permitted to write the ETE. The standard Leave Form to be made available on students portal and on website

Only those students who are nominated/ sponsored by the University to represent in various forums like seminars/ conferences/ workshops/ competitions or taking part in co-curricular/ extra-curricular/ placement related activities will be given 'On Duty (OD)' credit provided the student applies in writing for such a leave in advance and obtains sanction from the concerned Dean through respective faculty coordinators.

Students who do not meet the requirement of 75% attendance will be notified by the school. Dean of the school and Dean Academics will have the right to recommend removal of their names from such list based on the leave and OD forms collected earlier. Any claim by a student who has not obtained prior consent of the Dean concerned for absence and having attendance below 75% will not be accepted at a later date and such claims will be rejected by the Dean of the School.

**The Following Table Indicates The Minimum Requirement of Attendance By as Student**

Attendance eligibility criteria	Period of Calculation of Absence	Minimum percentage of attendance required	Minimum percentage of attendance required with the consent of Vice Chancellor
For ETE (Lab / Theory / PBL)	1st day to Last Instructional Day	75%	60%

In case of attendance falling marginally below 75% due to reasons listed below, the Dean may bring such cases, Students who do not meet the requirement of 75% attendance will be notified by the school. Dean of the school and Dean Academics will have the right to recommend removal of their names from such list based on the leave and OD forms collected earlier. Any claim by a student who has not obtained prior consent of the Dean concerned for absence and having attendance below 75% will not be accepted at a later date and such claims will be rejected by the Dean of the School. Along with valid and adequate evidence, to the notice of the Dean Academics for relaxation from the minimum 75% condition stated above.

- (i)** Calamity in the immediate family.
- (ii)** Hospitalization due to prolonged in-patient treatment.
- (iii)** Serious accident.
- (iv)** Other serious unavoidable circumstance(s).

The Dean Academics may permit the student to write the ETE after reviewing the justification submitted by the student for absenteeism. Names of students who are allowed relaxation from the minimum 75% attendance criteria will be displayed on the School notice board before the commencement of ETE for informational purposes only. List of students who are debarred from writing exams in each course will be forwarded by the Dean Academics office to the respective schools for information to students at least a day before the commencement of ETE on the next day following the last instructional day.

No minimum attendance percentage criterion will be followed for MTE but for ETE requirement shall be

75% in general. However, the VC shall have a right to give a relaxation of 15% in attendance to

eligible students for the students recommended by school deans. In this regard a committee comprises

of preferably COE, Dean Academics and Dean Student Welfare will be constituted

## **12.0 COURSE REGISTRATION**

Registration is a very important procedural part of the academic system. The registration procedure ensures that the student's name is on the roll list of each course that he/she wants to study. No credit is given if the student attends a course for which he/she has not registered and not enrolled. Registration for courses to be taken in a particular term will be done according to a specified schedule before the end of the previous term. Each student is required to complete the registration formality by indicating the slot-wise choice of courses. The choice of courses must be approved by his/her faculty adviser (FA). In the beginning of session, on the first day a student must register for the courses. The registration shall consist of being physically present on the day of registration, reporting to the faculty advisor and confirming the registration already made. Students who have paid the fees and cleared all the previous dues are only permitted to register.

1. It is mandatory for all students to register every term till the end of

his/her study, for courses that he/she is going to study in the term through a Course Registration process

2. The list of courses offered each program will be announced prior to the registration. Depending on academic and non-academic resources available to each program, courses offered may vary. Online and off-line registration must be completed within the due date to ensure registration of courses in the concerned term.
3. Student can register course from multiple terms from a list of all offered courses given by the program in that term, provided term is grant for the pre-requisite course.
4. Selection of interdisciplinary courses from offered elective courses list.
5. Choice for dropping a Registered Course once in a term within ten instructional days/two weeks(R1.2)
6. Registering another course (ADD course) after dropping a Registered Course within two instructional days from the offered list and as per the availability of course (R1.2).
7. Choice for dropping complete term for training/project work within norms(R1.2).
8. Multiple course registration after term grant (no detain) for the same course is not permitted except re-registration.

### **13.0 MINIMUM AND MAXIMUM CREDIT LIMIT**

In order to prevent students accumulating backlogs/ arrear courses, students under CBCS having more arrears are brought under the following conditions. Also, to plan a slower pace, it is necessary to restrict the credits a student registers in a term in relation to his/her performance in previous term.

1. It is compulsory to Re-register the Pending / Dropped/ Detained/ Withdrawn courses first, before registering new courses, during subsequent course registration(s). Hence, the total credits available for registering the courses will be **30**.
2. Maximum **30** and minimum **15** will be Credits Limit for New Course Registration in each term.
3. Minimum credit limit for the course registration will not be applicable, who wish to drop a complete term OR last term course registration.
4. Minimum credit limit for the course registration will also not be applicable for the fast achievers.

**a. ADDING/ DROPPING OF COURSES**

- i. The student also will have option to drop a course within 10 instructional days/2 week of start of the term, if he feels that the course is difficult and he wishes to register the same in next term
- ii. A student has to re-register for the DROPPED course when the course is offered again by the program. The candidate may choose the same or an alternate course as per program scheme.
- iii. Choice for dropping complete term within norms (maximum duration of degree will not change)

**b. ADDITIONAL LEARNING - Certification / Diploma / Post-Diploma**

- i. Students, who wish to take additional courses from other discipline, will have option to opt elective courses of the other discipline (Multi disciplinary course).

- ii. Students will get separate Post-Diploma (12 Courses) / Diploma (8 Courses) / Certification (4 Courses) for additional specialization courses
- iii. Additional courses may be in the form of audit or credit.
- iv. Additional courses will not be considered for calculation of SGPA or CGPA.

**c. OPTING PG COURSE**

- i. Undergraduate students having a CGPA of 7 or more are permitted to credit a Post Graduate level course (from the courses offered list decided by the program), in his/her major area of specialization (or related discipline) based on term credits.
- ii. Students will get certification and credits for additional Post Graduate level courses.
- iii. Additional Post Graduate level courses will not be considered for calculation of SGPA or CGPA.

**14.0 AWARDS**

- The Council/Board shall recommend to the Academic Council for Institution of scholarships, studentship, fellowship, prizes, medals etc. to the students for their excellent performance in various fields. Awards shall be available for excellent performance in Academics, sports, cultural & extra -curricular activities, debates, etc and are to be given to the students as prescribed in the Bye-laws. The details of different award of medals are as follows:

### **1. Gold Medals:**

- The University shall award a Gold Medal to the outstanding student (topper amongst all branches for undergraduate and for postgraduate
- The University shall award Gold Medal to the postgraduate and undergraduate student (topper of every school).

### **2. SILVER MEDALS:**

- The University shall award a silver medal to the second topper in each School for Undergraduate and postgraduate where students are more than 30/50

### **3. BRONZE MEDALS:**

- The University shall award a silver medal to the Third topper in each School for Undergraduate and postgraduate where students are more than 30/50

### **14.1 ELIGIBILITY FOR MEDALS:**

- a. The students completing each course of the undergraduate / postgraduate Programs in one attempt and having at least 60 % attendance shall be considered to be eligible for the above medals.**

If the topper student does not fulfill the above requirements, the medal shall be awarded to the next student in merit.

- b. In case the students are having tie it shall be broken by**

considering the CGPA of the students. In case of a tie in CGPA, it shall be broken by considering the candidate's performance on the basis of SGPA of previous two semesters. If, however, the tie still exists, then considering the SGPA of previous four semesters and soon.

- c. If a student declines the Medal, the same shall be awarded to the next student in Merit.

The University shall announce the Awards of Medal at least 20 days before the date of

Convocation. The above Medals shall be awarded to the notified candidates in the convocation.

#### 14.2 ACHIEVER'S AWARD

The student whose performance is best in the academic as well as extra-curricular, co-curricular and other activities taken together shall be treated as the Achiever of the year. He/she shall be awarded a Plaque for best male outgoing and best female outgoing and with the token amount of 11000/-

#### 14.3 Criteria for selection of Achiever's Award:

SN	CRITERIA	Marks
1	Curricular (CGPA) ---20	20
2	<p><b>Co Curricular Activity---30</b></p> <ul style="list-style-type: none"> <li>• Participation In               <ul style="list-style-type: none"> <li>○ University/University Level</li> <li>○ NIT, IIT Level</li> </ul> </li> <li>• Awards Received</li> <li>• Patent Filed</li> </ul>	30

3	<b>Extra Curricular Activity—30</b> <ul style="list-style-type: none"> <li>• Participation In <ul style="list-style-type: none"> <li>○ University/University Level NSS, SPORTS, NGO</li> <li>○ NIT, IIT Level</li> </ul> </li> <li>• Awards</li> </ul>	30
4	<b>Placement ---10</b>	10
5	<b>Career Path—10</b>	10

#### 14.4 TOPPERS AWARD

Two Merit Scholarships, one each of value of Rs. 5000/- and Rs. 2500/- along with Letter of Appreciation shall be awarded to only the first –two topper students of each section of various branches of the Undergraduate Engineering Programs as per detail given below:-

- First and second rank holders, in each section of class, based on the combined merit list of semester I & semester II examinations.
- First and second rank holders, in each section of the branch, based on the combined merit list of semester III & semester IV examinations.
- First and second rank holders, in each section of the branch, based on the combined merit list of semester V & semester VI examinations.
- First and second rank holders, in each section of the branch, based on the combined merit list of semester VII & semester VIII examinations.
- The eligibility conditions for Award of Medal shall be applicable for the above toppers awards. The topper award shall be given to eligible students in alternate year in the case if students get the award in consecutive years.

- The toppers awards shall be distributed in each year by the competent authority in a well organized function in which the recipients of awards as well as their parents shall participate.
- If the strength of the section in 20 and above One ward will be given and if the strength is above 40, two awards will be given

#### **14.5 SPONSORED SCHOLARSHIP / MEDALS /PRIZES**

The University may accept donations for instituting a scholarship / medals / prizes for meritorious/deserving and needy students. The donation received on this account shall be put in a separate fund and the amount of scholarship/medals/prizes shall be paid out of this fund.

- 1 The offer for instituting the scholarship/medals/prizes should be addressed to the Vice Chancellor of the University.
- 2 The institution of scholarship/medals/prizes shall be done through an agreement between the University and the donor.
- 3 The acceptance of offer in each case would be decided by Board of Management.
- 4 The amount to be donated by scholarship shall be minimum Rs.2Lacs (Rs.Two Lacs only). Donation of scholarship shall be for ten months. Minimum amount of scholarship shall be Rs.1500.
- 5 The minimum amount for acceptance of donation by University for instituting a medal or prize in the name of one person shall not be less than Rs.25,000.
- 6 The payment shall be made through bank draft in favor of "Vice Chancellor, Galgotias University", payable at Greater Noida.
- 7 Eligibility conditions for Award of Medal shall be also applicable for the sponsored scholarship / prizes / medals.

- 8 These prizes shall be also awarded during convocation specially arranged for the University.

#### **14.6 BEST PG/PHD DISSERTATION AWARD**

- In order to encourage and to recognize the contribution by PG student in innovative/ industry based projects/research projects, University has constituted best PG dissertation award.
- Student projects undertaken live problems or collaboration with the research organization shall be considered.
- The quality, outcome, the uniqueness and the commercial value of the project is decided by the patent shall be considered for award.
- Participation in competition/ exhibition / Hackathons / Design contest organized by reputed industries / Government organization / reputed institution nationwide/ so that they get exposure & reorganization with added value in their project work shall be considered for the award.
- Publications should be quality publications which are being considered by various Indexing agencies like SCI/Scopus/WoS/ICI and Google Scholar/Not essential. UGC/AICTE have given guidelines about unique content in paper/ dissertation so plagiarisms percentage has been considered for evaluation of the dissertation of PG student.
- Industry appreciation if received shall be considered with high weightage.
- 01 best dissertation per programme shall be considered.
- Awardees will get Rs. 5000/- & Gold Medal sponsored by any agency/University or Industry with Certificate of merit
- Office of Dean III / CPD team shall explore sponsors of PG awards in each School.

#### **15.0 PLACEMENT RULES**

- All students must register with CPDD/ portal and ensure that the data submitted is correct.
- It is student's responsibility to keep their SGPA, CGPA etc updated with CPDD after every result, change.
- All official emails shall be sent on @galgotiasuniversity.edu.in domain and no other domain/s shall be entertained.
- All the students have to fill up data in prescribed format issued by CPDD within given time frame without fail. Failure to do so, student will not be considered for the process of placement till further notice. Incomplete filled data will be rejected and considered as non submission of data.
- In order to appear for placement process, 100% attendance in Campus Recruitment training is mandatory.
- In order to appear for placement process, 100% attendance in all the activities of CPDD / SLLL as notified from time to time is mandatory.
- It is expected that students must be in full uniforms as prescribed by CPDD at the time of placement drive.
- Student has to bring all his/her testimonials and necessary documents (e.g. University ID card, Resume(3copies),Original Documents, mark sheets of X, XII and all semester mark sheets, Leaving certificates, recent passport size photos in formals, curriculum vita, etc. ) at the time of placement drive without fail.
- It is advised to be well prepared in advance for the selection process (e.g. technical test, aptitude test, MCQ, subjective test, GD & PI etc.)
- It is student's responsibility to go through the company norms (job profile, salary, bond, increment, probation period etc.) for the purpose of placement.
- After getting selected in one company, student will not be allowed to appear for other company's selection process, whether he/she is willing to join the company in which he/she has already been

selected.

- If any student will be found with any kind of misbehavior or violating the process of placement, his/her registration will be cancelled with immediate effect and he/she will not be considered for upcoming campus interviews.
- If a student gets a pre-placement offer from the company, then he should decide on the offer before appearing for the final campus placement process of any other company.
- Use of mobile phone is strictly prohibited during entire selection process.

## **16.0 ISSUE OF DOCUMENTS**

### **A. ISSUE OF UNIVERSITY CERTIFICATE:**

- Student has to apply in prescribed application form available in University office for issuing University certificate/ ERP Software.

### **B. ISSUE OF UNIVERSITY LEAVING CERTIFICATE:**

- If during the course of studies, candidate desires to discontinue studies for any reason whatsoever, he or she shall be allowed to do so and it shall be presumed that he or she has cancelled admission at that stage. The Registrar shall issue University Leaving Certificate through the registrar office and fees shall be refunded as per the rules and regulation.

**C. ISSUE OF UNIVERSITY BONAFIDE CERTIFICATE:**

- The student shall apply for bonafide certificate in a given format along with current semester University ID.

**D. ISSUE OF DOCUMENT VERIFICATION CERTIFICATE:**

The students are required to come in person to the Registrar office(student section) to request verification of document (mark sheets, degree, passing certificate etc.).The candidate shall apply for document verification certificate in a given format(available on University website <http://Galgotias University>) along with attested Xerox copies of mark sheet and prescribed fees as below.

Type of certificate	Fees*	Processing time
Document verification	Rs 500/- per document( Rs100/- postal charges extra)  For WEAS 3000Rs.	One day

\*Fees prescribed by finance committee in time to time shall be applicable.

**E. ISSUE OF DUPLICATE GRADE CARD AND TC**

The students are required to come in person to the Registrar office to issue duplicate mark sheets and TC. The candidate should submit application along with copy of FIR and Affidavit along with attested Xerox copies of documents and prescribed fees as below.

Type of certificate	Fees*	Processing time

Duplicate mark sheet/ TC	Rs 500/- per mark sheet	4-5 days
	Rs 1000/- for TC	

\*Fees prescribed by finance committee in time to time shall be applicable.

**The document must be issued with the stamp mentioning 'DUPLICATE'.**

#### **F. ISSUE OF TRANSCRIPT**

After successful completion and award of degree (number of courses and credits) transcript may be issued to the students as per scheme of the program.

Candidates can apply for transcripts by submitting application(available on University website <http://Galgotias University> ) & photocopies of the grade sheets, name of the University where he/she wish to apply and prescribed fees.

<b>Type of certificate</b>	<b>Fees*</b>	<b>Processing time</b>
Transcript	Rs 1000/- for first set of copy and Rs 300/- extra per set	4-5 days

\*Fees prescribed by finance committee in time to time shall be applicable.

#### **G. PROVISIONAL DEGREE**

The students, who have completed all requirements as set out in these rules and regulations, will be eligible for issue of provisional certificate immediately after course and credits completion and final degree shall be conferred during the graduation ceremony of the University, duly signed by the CoE and Vice Chancellor.

#### **17.0 AWARD OF DEGREE AND DEGREE CERTIFICATE**

After successful completion of the program at the Institution, the student will be eligible for award of degree in subsequent convocation of the University. A student shall be eligible for the award of the degree only if the student has

- Passed all prescribed courses.
- Attained the minimum required CGPA.

- Satisfied minimum academic requirements.
- Satisfied all requirement specified by the concerned School; if any.
- Satisfied all requirements specified by the Academic Council and/or ordinances.
- Paid all the dues to the University.
- No pending case of indiscipline.

The degree certificate in person will be distributed from the Institution office after submitting the copies of grade sheets (original) of all semesters and proving his / her identity.

### **18.0 ADDITIONAL LEARNING – HONOURS**

Students who are academically talented can devote extra time in each semester by taking additional course load right beyond their 3<sup>rd</sup> semester. These additional credits acquired in his/ her own major Programme discipline entitle a student to receive 'Honours' credentials. All Schools offering various Programmes will offer honours option in their disciplines, and will prescribe whatset of course and/or projects is necessary for earning honour credentials in that discipline. Such courses can span across several Programme. Students who wish to acquire an 'honours' credential need to carryout manual/online registration with a detailed plan of study. A student accumulates credits by registering for the required courses, and if the requirements for 'Honours' are met within the prescribed minimum time limit of the Programme, the 'Honours' will be awarded along with the Degree. Also, the student should have a minimum average CGPA of 7.50 in the 'Honours' courses registered obe come eligible for the 'Honours' award. If necessary, the student may use option of registering the failed 'Honours' course again in a subsequent semester to raise the CGPA to the required level.

A student must complete a minimum of five theory / lab embedded courses, each having 3 or 4 credits, of which at least one course should have a lab component, to become eligible for 'Honours'. No relaxation in the maximum number of

credits will be given to students opting for 'Honours'. In case a student withdraws from the 'Honours' registration in the middle of the programme, the 'Honours' courses successfully completed will be converted to "Audit" courses and indicated accordingly in subsequent Grade Sheets and Consolidated Marks Sheet. Students have to pay extra for all the courses registered for 'Honours'. Honours award will be mentioned in the Degree Certificate as "Bachelor of Technology in (specialization) with Honours". This fact will also be reflected in the Consolidated Marks Sheet under a separate Deaning 'Honours' with similar details shown for other credited courses and the CGPA for 'Honours' will be indicated at the end of the list of courses under 'Honours'. The grades obtained in the courses credited towards the 'Honours' award are not counted and shall have no influence on the CGPA of the 'Programme' the student has registered.

#### **19.0 TRANSITORY REGULATIONS**

These regulations are applicable to students who were discontinued for some reasons and rejoin the program, then he shall be governed by the scheme of examination, syllabi contents and the rules and regulations in force at the time of rejoining of student.

A candidate, who is detained or discontinued in the year/semester, will be admitted to the same semester on paying the prescribed fees as decided by University time to time. On readmission, he shall be required to pass in all the courses in the curriculum prescribed for such batch of students in which the student joins subsequently. However, exemption will be given to those candidates who have already passed in such courses in the earlier semester(s) he was originally admitted into.

#### **20. CODE OF CONDUCT FOR STUDENTS**

- It is imperative that the students strictly adhere to the day of opening and closing of each term during the academic year.
- The student should note that he/she is responsible to the authorities of the University not only for his/her conduct in the

premises of the University but also for his/her conduct in general, outside the premises as well.

- If reported, observed objectionable conduct within or outside the premises of the University and hostel, will make him/her liable for strict disciplinary action.
- If students found guilty of Ragging, he/she will liable for punishment according to UGC Rules.
- The student should not participate in any political or antisocial activities.
- Student should help in maintaining the buildings and the campus of the University clean and tidy.
- If a student remains absent from the University for continuous period of ten days without prior permission of the Dean/Vice Chancellor, the Management reserves the right to cancel his admission from the University and to strike out his/her name from the roll. Such a student will not be entitled for any refund.
- Student must abide by the rules and regulation frame by the University from time to time.
- The student is expected to read the notices put on the notice board of the University regularly. The University is not responsible for any loss or damage caused to the students due his failure to read the notices from time to time.
- The change in the residential address of the student must be communicated to the office immediately.
- Students should carry their identity card while in the University.
- Specific sets of regulations covering particular areas of the University may be posted time to time by the dean, after being approved by the University management committee and must be respected.
- At the time of the admission every student sign a declaration

pertaining to the Ordinance i.e. on admission, he/she shall submit him/herself to the disciplinary jurisdiction of Vice Chancellor and other authorities of the University who may be vested with the power to exercise the discipline under the Rules, Regulations.

- A student shall be liable for disciplinary action for misconduct, Ragging and for violation of code of conduct.

The following acts or omissions shall constitute misconduct.

- Physical assault or threat to use physical force, against any member of the teaching and non-teaching staff of University/School and against any student within the University.
- Carrying of, use of or threat to use any weapons.
- Violation of the status, dignity and honour of a student belonging to the scheduled castes and scheduled tribes.
- Any practice, whether verbal or otherwise, derogatory to women.
- Creating ill-will or intolerance on religious or communal ground.
- Willfully disrupting any teaching, study, assessment or research activities or the administration of the University.
- Willfully obstructing officer or employee of the University in the performance of his or her duties.
- Willfully damaging or wrongfully dealing with any property under the control of the University; any property on University premises; or property on a location where a student is present under the auspices of the University.
- Disobeying or failing, without reasonable cause, to observe any provision of the Bye- Laws, or any rule made by the Council/Board or of any resolution of the Council/Board of

which students have been duly notified.

- Disobeying, without reasonable cause, any instruction of an officer or employee of the University, including failing to leave any building or part of a building when directed to do so;
- With holding relevant information or furnishing false or misleading information for purposes connected with academic progression or enrolment or proposed enrolment as a student, whether such withholding or furnishing of information takes place before or after the person becomes a student of the University;
- Contravening any rule made by the Council/Board in relation to the conduct of written assessment;
- Acting dishonestly or unfairly with respect to:
- The preparation or presentation of any essay, project, thesis or other work to be assessed; or
- Any examination conducted by the University.
- Indulging in Cyber Crime.

## **21.0 TERMINATION FROM THE PROGRAM**

The admission of a student to the UG program may be terminated and the student may be asked to leave the institution in the following circumstances:

- The student fails to satisfy the requirements of the program within the maximum period stipulated for that program.
- The student fails to satisfy the norms of discipline specified by the Institution from time to time.

## **22.0 GRIEVANCE APPEAL COMMITTEE FOR THE STUDENTS**

1. A University Student who is not satisfied with the University's final decision on a grievance involving any issue set forth may appeal against the decision to the Vice Chancellor of The University. In order to appeal to the Chancellor the
  - Student must file a petition for a contested case hearing with the Office of Vice Chancellor of University within 14 calendar days after receipt of the University's final agency decision.
  - A Student alleging unlawful discrimination has the right to bypass the University's grievance procedure in order to appeal directly to the Vice Chancellor. In order to appeal to the Chancellor, the Students must file a petition for a contested case hearing with the office of Vice Chancellor within 15 calendar days after receipt of notice of the alleged discriminatory action. Any Student who files a grievance through the University's grievance procedure must comply with the University's timeline to file a grievance.

### **22.1 COMPOSITION OF GRIEVANCE APPEAL COMMITTEE**

- The Chairman of Academic Council/Board of the University shall constitute a Grievance Appeal Committee consisting of the following persons:
  - A Senior Professor/Senior Dean -Chairman
  - A Senior Lady Faculty member of the University
  - One teacher representative who is fully conversant with Rules & Regulations of University.
  - One representative of a student who is fully conversant with Rules & Regulations of University.
- The hearing should be completed within 1 month & normally 5 hearings should be arranged during this period. Thereafter the Committee shall submit are port within a week to the Vice Chancellor. The Vice Chancellor shall take decision on it within 7 days and his / her decision shall be

communicated to the applicant as well as to the Academic Council.

### **22.2 University Students or former University Students may file a grievance based on**

- Victimization by a Teacher while allotting marks in answer sheet;
- Physical assault by a staff of the University;
- Favour and partiality committed by the teacher /staff;
- Sexual Harassment;
- Denial of sports facility;
- Any other academic & non-academic matter.

### **22.3 Any University Students or Ex University Students may file a grievance based on**

- Failure to follow systematic procedures in (where discrimination is not alleged)
  - Denial of a request to remove inaccurate or misleading information from the Student's personnel file;
  - Individuals with a sexual harassment Enquiry or complaint may be more comfortable speaking with someone of their gender. They have the option of meeting with a staff member / student of a preferred gender before the Grievances Appeal Committee.
- Once an individual discloses identifying information to the official contact of the University, he/she will be considered to have filed a complaint with the University.

### **22.4 Grievance Procedure**

#### **Filing Requirements**

- Time Limits: A party having a grievable issue (other than unlawful discrimination) under this policy must file a grievance within 7 calendar days from the date the party receives notification of the action or occurrence forming the basis of the grievance.
- Failure of a party to file a grievance within the specified time limit

- Relieves the University of any and all responsibilities under this procedure and constitutes a waiver by the party of any right under this procedure.
- Completion of Grievance Form: A Student filing a grievance must submit in a prescribed form available.

**Referral of Discrimination/  
Allegations to  
Equal Opportunity**

**Harassment  
Office for**

Any discrimination or harassment or retaliation relating there to, the allegation must be heard on priority basis normally within 14 days.

**Representation**

Neither party to a grievance may be represented by an attorney or other person during the internal agency grievance procedure.

**Abandonment**

The grievant will be notified that the University has deemed the grievance to be abandoned and that the matter has been administratively closed.

**22.5 Time for Issuance of Final Decision**

- The University's final decision shall be issued within the time limits specified below unless both parties mutually agree to additional time. If the University's final decision is not issued within the timeframe specified below, the grievant may appeal to the Vice Chancellor within 7 calendar days of the applicable deadline.
- Final decisions on grievances involving suspension or dismissal shall be issued no later than 30 calendar days from the date the grievance was accepted.
- Final decisions on grievances involving unlawful discrimination or harassment shall be issued no later than 15 calendar days from the date the grievance was accepted. In case the University issues a final decision

prior to the expiry of the 15-day investigation period, the University shall waive in writing its right to consider the grievance for the remainder of the 15-day period; if the grievant wishes to appeal against the final decision, he or she acknowledges the University's waiver in writing.

- Final decisions on grievances involving any other grievable issue shall be issued not later than 30 calendar days from the date the grievance was accepted.

## **22.6 Grievance Assistants**

- Each party to a grievance may ask a fellow University Students to assist, but not represent the party during the grievance process. The grievance assistant must be a University Student who has no active disciplinary action on file. The grievance assistant may serve only in an advisory capacity, not as an advocate or spokesperson for the grievant or for management. The grievance assistant may not serve as a witness in any grievance hearing.
- A grievance assistant must have prior supervisory approval to serve as a grievance assistant. A Student may serve as a grievance assistant not more than twice in any calendar year.
- Management should make every effort to approve a Student's request to serve as a grievance assistant. However, management, in its discretion, may deny the request if approving the Student to serve as a grievance assistant would interfere with the execution of the Student's classes.
- Information shared during the grievance process between grievance assistants and the parties shall remain confidential and shall not be divulged except as may be required by law.

## **22.7 Decisions as per guidelines approved by Academic Council**

Subject to the provisions of the Act, the Statutes and the Regulations such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees/diplomas, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the relevant guidelines approved by the Academic Council.

## **22.8 Interpretation of Rules**

Notwithstanding anything stated in this Regulation, for any unforeseen issues arising, and not covered by this Regulation, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary the opinion/advice of a Committee consisting of any or all the Deans of the Schools. The decision of the Vice-Chancellor shall be final.

## **22.9 Emergent Case**

Notwithstanding anything contained in the above regulations, the Chairman of the Executive council / Academic Council may, in emergent situations take action on behalf of the EC / Academic Council as he deems appropriate and report it to the next meeting of the EC / Academic Council for its approval.