



# Student Handbook 2024-25

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Experience a Great Education Culture at  
One of India's Leading Universities



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5 Programs Accredited by NBA

# RECOGNITIONS, APPROVALS & ACCREDITATIONS



ज्ञान-विज्ञान विमुक्तये

Recognized by University Grants Commission



Established under State Government of Uttar Pradesh University Act.



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Programs Accredited by National Board of Accreditation (CSE, ME, ECE, MBA & Pharmacy)



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Granted '12B' status by University Grants Commission (UGC)



INSTITUTION'S INNOVATION COUNCIL (Ministry of HRD Initiative)

Institution's Innovation Council (Ministry of Education Initiative)



Ministry of Education's INNOVATION CELL (GOVERNMENT OF INDIA)

Ministry of Education's Innovation Cell (Govt. of India)



The Indian Association of Physiotherapists

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## About Galgotias University

Galgotias University boasts to be an institution where excellence is nurtured, pursued and celebrated. The university is committed to providing a positive, challenging, and intellectually stimulating learning environment. With domain-expert faculty, state-of-the-art infrastructure, and international-quality teaching pedagogies, Galgotias University offers a cross-disciplinary and integrative learning experience. The curriculum incorporates interdisciplinary learning to equip students with the skills needed to solve real-life problems.

The university maintains a strong industry connection, helping bridge the gap between academia and industry. All teaching programs are industry-focused and based on cutting-edge research. Emphasizing critical thinking and reasoning, Galgotias University fosters technology awareness, hones practical life skills, and promotes teamwork. Students have ample opportunities to explore new avenues of knowledge, develop multicultural awareness and empathy, and cultivate an ethical vision. The learning environment transforms students into confident leaders, independent thinkers, and creative entrepreneurs.

Many departments at Galgotias University practice project-based learning to design practical solutions and research-based learning to address real-life issues. The university follows a unique combination of theory and practice, enhancing students' knowledge and acumen to become leaders who can craft realistic and innovative solutions. The programs are designed to provide flexible skills for today's ever-changing environment. Galgotias University endeavours to prepare students to make a significant impact on the lives of millions across India and the world.

## Vision

To be known globally for value-based education, research, creativity and innovation

## Mission

- Establish state-of-the-art facilities for world class education and research.
- Collaborate with industry and society to align the curriculum,
- Involve in societal outreach programs to identify concerns and provide sustainable ethical solutions.
- Encourage life-long learning and team-based problem solving through an enabling environment.

# EXPERIENCE A GREAT EDUCATION CULTURE AT ONE OF INDIA'S LEADING UNIVERSITIES

## Discover the Unique Advantages that Galgotias University Offers

- **Sprawling Campus:** A 52-acre campus with more than 200 labs for exploration and innovation.
- **On-Campus Hostel:** A 1400-seater hostel that feels like a home away from home.
- **Healthcare and Support:** Partnership with HCL Healthcare offering doctor consultations, nursing support, and psychologist services.
- **Convenience Services:** Self-laundry service by LG for added convenience.
- **Multi-disciplinary University:** Galgotias University fosters an environment where excellence is nurtured, pursued, and celebrated across various disciplines.
- **Expert Faculty and Modern Facilities:** Learn from domain-expert faculty in state-of-the-art infrastructure with quality pedagogies and approaches.
- **Inter-disciplinary and Interactive Learning:** Embrace inter-disciplinary studies and interactive learning experiences.
- **Industry-Academia Bridge:** Programs designed to bridge the gap between academia and industry with a focus on industry-relevant skills and knowledge.
- **Active Learning Focus:** Collaboration with Nanyang Technological University, Singapore, to emphasize Active Learning (AL).
- **Critical Thinking and Reasoning:** Courses designed to enhance critical thinking and reasoning abilities.
- **Technology Awareness and Life Skills:** Instill technology awareness, practical life skills, and promote teamwork.
- **Project-Based and Research-Based Learning:** Engage in project-based learning for practical solutions and research-based learning for real-life issues.
- **Leadership and Entrepreneurship:** Transform students into confident leaders, independent thinkers, and creative entrepreneurs.
- **Ethical Vision and Social Outreach:** Develop multi-cultural awareness, empathy, and an ethical vision while participating in social outreach programs.
- **Global Quality Education:** Provide global-quality, research-based education with innovative research and industry-driven projects.
- **Flexible Skills for a Dynamic Environment:** Equip students with skills to navigate today's ever-changing environment, in line with NEP 2020.
- **Student Clubs and Activities:** 33 student clubs promoting co-curricular and extra-curricular activities.
- **Sports and Fitness Facilities:** Squash court, badminton court, snooker & billiards room, table tennis room, carrom room, air hockey & football room, indoor golf room, fitness centre, yoga, meditation & martial arts room, pool room, PlayStation & Xbox room.
- **Arts and Recreation:** Music room, dance room, TV lounge, projection lounge, reading room, and common lounge.
- **Community Service:** NCC, NSS, and social outreach programs to develop a service mindset.
- **Global Student Body:** More than 30,000 brilliant students from 20 states and more than 25 countries.
- **Renowned Faculty and Research:** More than 1500 reputed faculty members and 1500 patents filed.
- **Top-Ranked Institute:** Recognized in engineering, law, management, and pharmacy disciplines.
- **High Placement Rates:** Students placed in Fortune 500 companies, MNCs, and leading corporates.
- **Startup and Internship Opportunities:** Tie-up with MSME, Govt. of India, to establish startups and internships, with over 200 students studying with up to 100% internship scholarships.
- **Extensive Campus Recruitment:** Over 300 top corporate companies visit the campus annually for student recruitment.
- **International Certification Programs:** Training on the latest technologies and international certification programs.
- **Research and Development:** More than 2 crore worth of research projects completed, contributing to a robust academic environment.
- **Record-Breaking Placements:** Consistently high placement rates reflecting the university's commitment to academic excellence and student success.

# Welcome Note



Dear Students,

Welcome to a new academic year at our esteemed institution. As Chancellor, it is my pleasure to extend a warm welcome to each of you. Your journey here is a pivotal chapter in your life, and we are committed to making it as enriching and rewarding as possible.

We strive to provide not only academic excellence but also opportunities for personal growth and development. Our mission is to cultivate a nurturing environment where you can explore your interests, challenge your limits, and discover your true potential.

The university is a community that is a diverse and inclusive family, representing a wide range of cultures, perspectives, and backgrounds. I encourage you to embrace this diversity, engage with your peers, and build lasting friendships.

Our faculty and staff are dedicated to your success. They are here to support and guide you, offering their expertise and experience. Take advantage of their knowledge, seek their advice, and be proactive in your learning journey. Your education is a collaborative effort, and your active participation is the key.

Beyond academics, we offer a range of extracurricular activities, clubs, and organizations. These activities are designed to complement your studies, provide a balanced education, and help you develop essential life skills. I encourage you to get involved and make the most of these opportunities.

As you embark on this academic journey, remember that challenges are part of the process. They are not obstacles but opportunities for growth. Approach them with a positive mindset and resilience. Seek help when needed, and don't hesitate to lean on the support systems available to you.

I wish you all the best for the year ahead. Make the most of your time here, pursue your passions, and strive for excellence in all your endeavours. We are excited to see the incredible things you will achieve and the positive impact you will make on the world.

Welcome to our university family, and here's to a successful and fulfilling year ahead.

Warm Regards,

Chancellor,  
Suneel Galgotia

# Welcome Note



Dear Students,

Welcome to a new academic year at our distinguished institution. It is an honour to address you at the start of what promises to be a transformative journey. We are thrilled to have you as part of our vibrant community, where we are dedicated to fostering an environment of innovation, collaboration, and academic excellence.

Education is the foundation upon which great futures are built. Here, we aim not only to impart knowledge but also to inspire you to think critically, act ethically, and lead with integrity. Our goal is to equip you with the skills and mindset necessary to navigate and succeed in an ever-evolving world.

At the heart of our institution is a commitment to excellence in all aspects of your education. Our esteemed faculty and dedicated staff are here to guide, mentor, and support you throughout your academic journey. They bring a wealth of knowledge and experience, and are committed to helping you achieve your full potential. I encourage you to engage actively with your instructors, seek their counsel, and take full advantage of the resources available to you.

We are proud of our inclusive environment that embraces students from all walks of life. This diversity enriches your educational experience and prepares you to thrive in a global society. I urge you to embrace this opportunity to learn from your peers, broaden your perspectives, and form lasting connections.

In addition to your academic pursuits, I encourage you to immerse yourself in the extracurricular activities available on campus. They provide a platform for you to develop leadership skills, discover new passions, and make a positive impact on the community.

As you embark on this journey, remember that challenges are inevitable, but they are also opportunities for growth and learning. Approach each obstacle with resilience and determination. Never hesitate to seek help when needed, and utilize the support networks available to you.

I am excited about the incredible possibilities that lie ahead for you. Make the most of your time here, strive for excellence, and take full advantage of the opportunities that come your way. We are committed to your success and look forward to witnessing your achievements and contributions.

Welcome to our university, and best wishes for a successful and fulfilling academic year.

Warm regards,

Dhruv Galgotia,  
CEO



# Welcome Note



Dear Students,

Welcome to a new academic year at our esteemed institution. As the Director of Operations, it is my pleasure to extend a warm greeting to each of you as you embark on this exciting chapter of your educational journey. Our university is dedicated to providing an exceptional learning environment, and my role is to ensure that every aspect of our operations supports your success.

Our campus offers state-of-the-art facilities and resources to enhance your educational experience. From our modern classrooms and laboratories to our extensive library and recreational amenities, every detail has been carefully planned to foster a conducive environment to learning, growth, and well-being.

In addition to maintaining our physical infrastructure, we also prioritize sustainability and environmental responsibility. We believe in creating a campus that not only supports your academic goals but also promotes a healthier planet. Our green initiatives and sustainable practices are designed to reduce our environmental footprint and encourage a culture of sustainability among our students.

In closing, I want to express my excitement for the year ahead. Our team is dedicated to making your time here productive, enjoyable, and fulfilling. We are proud to have you as part of our university community and look forward to supporting you in achieving your goals.

Welcome to our university family, and best wishes for a successful and rewarding year.

Warm regards,

Aradhna Galgotia  
Director of Operations

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## ADVISORS

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## Abbreviations

ABC	Academic Bank of Credits
AC	Academic Council
AEC	Ability Enhancement Courses
AEOR	Academics and Examinations Operations
B.Com.	Bachelor of Commerce
B.Sc.	Bachelor of Science
B.Tech.	Bachelor of Technology
BA	Bachelor of Arts
BBA	Bachelor of Business Administration
BHM	Bachelor of Hotel Management
BoE	Board of Examiners
BoG	Board of Governors
BoS	Board of Studies
BTL	Bloom's Taxonomy Level
CBCS	Choice Based Credit System (for a flexible system of learning)
CCFUGP	Curriculum and Credit Framework for the Under-Graduate Program
CGPA	Cumulative Grade Point Average (CGPA)
CIE	Continuous Internal Evaluation (formative learning)
CLO	Course Learning Outcomes
CO	Course Outcome, same as CLO
CoE	Controller of Examination
Council	AICTE/PCI/BCI/INC/COA/NCTE/ICAR
CPDD	Career Planning & Development Division
DC	Doctoral Committee
DEECE	Dept. of Electrical, Electronics and Communication Engineering
EC	Executive Council
ERP	Enterprise Resource Planning
ETE	End Term Exam/Semester End Exam
HEI	Higher Education Institution
ICC	Internal Complaints Committee
IIC	Institute Innovation Council
IQAC	Internal Quality Assurance Cell
M.Com.	Master of Commerce
M.Sc.	Master of Science
M.Tech.	Master of Technology
MTE	Mid-Term Examination
MA	Master of Arts

Major Course	Set of core course
MBA	Master of Business Administration
MCA	Master of Computer Applications
MDC	A multi-disciplinary course
MJC	Major Courses
MDC	Multidisciplinary Courses
MIC	Minor Courses
MEME	Multiple Entry and Multiple Exit
NEP	National Education Policy
OBE	Outcome-based Education
PG	Postgraduate
Ph.D.	Doctor of Philosophy
SEC	Skill Enhancement Courses
SEE	Semester End Examination
SE	Skill Enhancement Courses
SGPA	Semester Grade Point Average
TLP	Theory, Practical and Self-Study
UFM	Unfair Means
UG	Undergraduate
VAC	Value added courses
Viva-voce	Oral examination
VAC	Value-Added Courses



## Definition

<b>Academic Year</b>	Runs from July to June. It is divided into two main semesters; odd and even.
<b>Core Course</b>	Refer to the mandatory courses that students must complete as part of their academic program.
<b>Course</b>	<p>"A course is a fundamental component of a program of study. Each course is designed to contribute to the overall educational objectives of the program and may vary in weight and structure.</p> <p>Not all courses carry the same credit weight. Most undergraduate courses are assigned either two (2) or three (3) credits, reflecting the amount of learning time and effort required."</p>
<b>Credit</b>	A credit is a unit that measures the value, level, and time requirements of a course within a program of study. It reflects the amount of work required by students, including lectures, tutorials, laboratory or field work, and other learning activities.
<b>Credit Point</b>	It is the product of grade point and number of credits for a course
<b>Cumulative Grade Point Average (CGPA)</b>	Is a measure that summarizes a student's academic performance across all semesters. It provides an overview of the student's overall achievement by calculating the ratio of total grade points earned to the total credits attempted.
<b>Dissertation</b>	Research Thesis
<b>Earned Credit</b>	Refers to the credits that a student has successfully obtained upon achieving a satisfactory grade in a course.
<b>End Term Exam</b>	Refers to the final examination administered at the end of an academic term or semester. It is designed to assess students' understanding and mastery of the material covered throughout the course.
<b>Experiential Learning Courses</b>	Are mandatory courses designed to expose students to real-world situations and practical experiences. These courses help bridge the gap between academic theories and real-world applications, enhancing students' understanding and skills through hands-on activities.
<b>Grade Point</b>	Is a numerical score assigned to each letter grade on a 0-10 integer scale. This score quantifies the level of academic performance represented by the letter grade.
<b>Grade Report</b>	Is a detailed record of a student's academic performance for a particular semester. It provides a comprehensive summary of the courses attempted and the corresponding grades received.
<b>Internal Assessment</b>	Refers to a range of evaluative activities, including quizzes, seminars, self-learning and assignments, conducted within a course to assess students' understanding and progress throughout the semester. It contributes to the overall grade for the course, complementing the final examination.
<b>Internal Evaluation</b>	Internal Evaluation encompasses the assessment components used to evaluate a student's performance within a course, excluding the final examination. It consists of: CAT 1, CAT 2, MTE and IA.
<b>Lateral Entry</b>	Direct entry into second year of study
<b>Letter Grade</b>	Is a measure of a student's performance in a course, represented by a letter that corresponds to a range of numerical scores. It reflects the student's level of achievement and understanding of the course material.

<b>Major</b>	Is the primary area of specialization that a student focuses on during their academic program. It represents a concentrated study in a particular field and is achieved by completing a selection of courses from a predetermined list of options within that discipline.
<b>Major Core</b>	Refers to a prescribed set of courses within a Major that cover the fundamental aspects of the discipline. These courses are mandatory for all students pursuing the Major and ensure a comprehensive understanding of the core principles and knowledge in the field.
<b>Major Elective</b>	Includes defined course choices within a Major that are available beyond the Major Core requirements. These electives allow students to explore additional topics or areas of interest within their field of study. Not all Majors offer Major Electives, as it depends on the structure and flexibility of the program.
<b>Mid Term Exam (MTE)</b>	Is an examination scheduled after approximately 9 to 10 weeks from the start of the semester, or after the completion of about 50% of the syllabus in annual programs.
<b>Minor</b>	Is a secondary area of specialization that a student chooses to complement their primary Major. It involves a focused study in a different field from the Major, providing additional knowledge and skills.
<b>Minor Core</b>	Consists of a set of prescribed courses within a Minor that cover the fundamental aspects of the discipline. These courses are mandatory for all students pursuing the Minor and ensure a solid foundation in the area of study. Typically, the Minor Core is either the same as or a subset of the Major Core requirements.
<b>Minor Course</b>	Allied and interdisciplinary courses
<b>Minor Elective</b>	Includes specific course choices within the Minor that are available in addition to the Minor Core requirements. These electives allow students to explore additional topics or areas of interest within the Minor. Not all Minors offer Minor Electives, depending on the program's structure.
<b>Open Electives</b>	Are undergraduate-level courses that students can select according to their interests, without restrictions, provided they meet any necessary course prerequisites.
<b>Regular Student</b>	Students registered on regular rolls
<b>School</b>	A school offering various programs in a faculty of studies
<b>Semester</b>	Is a division of the academic year, typically lasting between 15 to 18 weeks. Each semester encompasses the period of academic work equivalent to the actual teaching days, or potentially more.
<b>Semester Grade Point Average (SGPA)</b>	Is a measure of student performance that summarizes academic achievement within a specific semester. It is calculated as the ratio of the total grade points earned by a student in all registered courses for that semester to the total course credits attempted during the semester.
<b>Specialization</b>	Refers to a focused area of study within an academic program, comprising a set of courses designed to provide an in-depth understanding of a particular discipline or field. Specialization allows students to gain expertise in specific areas beyond general education.
<b>Transcript</b>	Is a comprehensive report of a student's academic record up to the date it is issued. It provides a detailed summary of the student's performance throughout their academic program.
<b>University Level Requirements</b>	Are courses designed to provide a broad foundation of knowledge across various disciplines. These courses are required for all undergraduate students, regardless of their Major, Minor, or stream of study.
<b>University Core</b>	Consists of mandatory courses that every undergraduate student must complete and pass, regardless of their specific degree program.

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# ACADEMICS

Galgotias University, aligning with the academic and administrative reforms recommended in NEP 2020, has designed a Curriculum Framework for Undergraduate, Postgraduate, and Ph.D. programs under a multidisciplinary mode. The thrust of NEP under the Choice-based Credit System (CBCS) emphasizes continuous learning and evaluation, interdisciplinary studies, and the accumulation of course credits. This approach makes the academic programs student-centred, flexible, interdisciplinary, and relevant to contemporary times.

Students at Galgotias University have ample freedom to select courses that suit their interests, aptitude, and needs. They are provided abundant opportunities during their studies to accumulate credits by opting for Major Courses (MJC), Minor Courses (MIC), Multidisciplinary Courses (MDC), Ability Enhancement Courses (AEC), Skill Enhancement Courses (SE), and Value-Added Courses (VAC) offered by various Schools of the University. Students choose their major, minor, multidisciplinary, and other courses at the time of admission, ensuring that the system strengthens academic potential and remains student-centric, offering flexibility in course choices beyond the framework of respective disciplines.

Galgotias University is dedicated to nurturing and celebrating excellence by creating a stimulating learning environment supported by expert faculty, modern infrastructure, and modern teaching methods. Our cross-disciplinary approach equips students with skills to tackle real-life challenges, enhanced by strong industry connections bridging academia and industry.

We emphasize critical thinking, technology awareness, practical skills, and teamwork, offering opportunities to explore knowledge, develop multicultural empathy, and build an ethical vision. Our environment transforms students into confident leaders, independent thinkers, and creative entrepreneurs, encouraging social outreach to address societal issues.

Through project-based and research-based learning, we devise practical solutions to real-world problems. Our programs adapt to today's evolving landscape, preparing students to make a significant impact globally.

## Outcome Based Education (OBE)

Knowing that present day students are aware, with better competence, believing in creating new knowledge and innovations, tech savvy, have their own pace of group working and love their freedom, the University has implemented Outcome Based Education (OBE) which is student centred instruction that focuses on measuring student performance i.e. outcomes, including knowledge skills and attitudes. OBE involves steps of definition of learning outcomes set target achievement, design of curriculum and syllabi, implement teaching - learning processes, specify assessment and evaluation schemes, derive attainment, review and take corrective actions based on attainment, the system demands and implements: -

- Deep customization in syllabus
- Choice based learning
- Pedagogy which is focused on problem-based learning
- Students to be evaluated not examined
- Students' opinion in curriculum through course end survey.
- Development learning through peers
- Lifelong learning
- Focus on purposefulness
- Mindfulness leading to happiness and well-being through practice
- Industry led curriculum

## Choice-Based Credit System

Galgotias University offers a wide choice of courses at the Diploma, undergraduate, postgraduate and doctoral levels ranging from several fields in humanities, engineering, business and commerce, economics, law, medical sciences, nursing, and a variety of interdisciplinary and multi-disciplinary fields. Under the Choice Based Credit System, students are better able to take advantage of these diverse educational offerings and enhance their thinking quotient while simultaneously pursuing their own primary and secondary academic interests.

### Features of Choice-Based Credit System

- Enables students to choose certain courses of their liking and interest in each semester.
- Choose faculty and time slots while selecting courses through automated online course registration process.
- Flexibility to add / drop courses during the early part of the semester.
- Withdraw from courses during the semester to balance academic load within the given deadline.
- Opportunity to pursue a minor subject in a field other than their major discipline.
- Option of accelerating or slowing progress towards earning a degree based on student's interest, capability and career plan.
- Provision for Registration/Re-registration in courses during summer to clear backlogs to assist in on-time graduation.

## Active Learning (AL)

### In collaboration with Nanyang Technological University, Singapore

Active learning is an instructional approach where all students actively engage in the learning process. Unlike traditional teaching methods where students passively receive information, active learning involves activities like writing, discussing, problem-solving, and reflecting.

Active learning techniques vary from short activities like journal writing and paired discussions to more extensive methods like case studies, role plays, and team-based learning.

In a traditional classroom, only a few students may participate actively. In contrast, active learning ensures that all students interact with the course material, practicing skills to learn, apply, synthesize, or summarize the content.

Galgotias University's collaboration with Nanyang Technological University for their Faculty Development Program is focused on enhancing the learning experience for both students and faculty. The Nanyang Technological University's Centre for Teaching, Learning & Pedagogy plays a pivotal role, which includes:

- Disseminating and supporting active learning and teaching practices.
- Fostering an innovative educational environment.
- Assisting faculty and students in achieving learning objectives and preparing for the future.
- This learner-centric approach aims to enrich pedagogy with active learning methods, resulting in holistic outcomes for both, our students and faculty.

The faculty of Galgotias University have been trained in the key principles which are essential for effective teaching. The focus is on experiential/ active learning where students gain hands on practical exposure.

Active engagement through projects, real world problem solving and experiments, enables the students to make meaningful connections and construct meaning between prior knowledge and the new knowledge being acquired a process known as constructivism approach to education.

If students are not actively engaged, they will acquire only superficial knowledge. The experiences gained through active learning and constructivism approach result in more effective changes in observable behaviour a concept known as behaviourism approach to learning.

As a result, the Galgotias University's faculty design learning activities that promote higher order learning skills and deeper understanding of basic concepts.

## ABET Processes

The outcome-based education is especially important in engineering discipline. It helps to deliver high quality engineering education by implementing the principles of Continuous Quality Improvement (CQI). This has been recognized by ABET Inc., the premier engineering accreditation body and is now being adopted by the accreditation bodies that are part of the Washington Accord. Galgotias University is working towards aligning to ABET processes.

## National Educational Policy 2020 (NEP-2020)

The National Education Policy (NEP) 2020 envisions a progressive and forward-looking framework for India's higher education system. NEP 2020 highlights that higher education significantly contributes to sustainable livelihoods and the nation's economic development. The Policy asserts that, quality higher education should aim to develop well-rounded, thoughtful, and creative individuals.

In line with this vision, undergraduate education at the university integrates the humanities and arts with Science, Technology, Engineering, and Mathematics (STEM). This interdisciplinary approach yields positive learning outcomes, including enhanced creativity and innovation, critical thinking, problem-solving abilities, teamwork, communication skills, in-depth learning, mastery of curricula across fields, and increased social and moral awareness, alongside a general engagement and enjoyment of learning.

The undergraduate degree program offers flexibility with multiple exit options over 3 or 4 years. Students can earn a UG certificate after 1 year of study in a discipline, including vocational and professional areas, a UG diploma after 2 years, or a Bachelor's degree after completing a 3-year program.

However, the preferred option is the 4-year multidisciplinary Bachelor's program, which provides a comprehensive education experience, allowing students to explore a wide range of subjects while focusing on their chosen major and minors, in line with their interests and aspirations.

## Nomenclature of Academic Programs

The nomenclature and corresponding abbreviations for degree programs at the University, as prescribed by the relevant Commissions and Councils, include titles such as Bachelor of Technology (B.Tech.), Bachelor of Architecture (B. Arch.), and so forth. Additionally, the branch or program of specialization, if any, shall be indicated in brackets after the abbreviation. For example, an engineering degree in the Mechanical Engineering program is abbreviated as B.Tech. in Mechanical Engineering.

## Duration of the Programs

- Undergraduate (UG) Programs: The standard duration is 4 years or 8 semesters. Students desiring to undergo a 3-year UG Program may exit after the 3rd year. If a student opts to leave after completing the first or second year, they will be awarded a UG Certificate or UG Diploma, respectively, provided they secure the prescribed number of credits (as given in the table under section structure of the UG program). Students who exit with a UG certificate or UG diploma are permitted to re-enter within three years to complete the degree program. Students may take a break during their studies, but the maximum total duration for completing the program should not exceed 6 years.
- Postgraduate (PG) Programs: The duration is one year or two semesters after obtaining a four-year Bachelor's Degree (Honours/Research) and 2 years after obtaining a Bachelor's Degree.
- Doctoral Programs: The duration is 3 years.

Students who are unable to complete the program within the normal period or the minimum duration prescribed for the program may be allowed an additional two-year period beyond the normal period to clear any backlog and qualify for the degree, as per notification UGC/D.O.No.F.12-1/2015(CPP-II) dated 15-Oct-2015.

### The general formula, therefore should be as follows:

- Time span =  $N+2$  years for the completion of program, where N stands for the minimum duration prescribed for completion of the program
- In exceptional circumstances a further extension of one more year may be granted by the vice-chancellor



## Structure of the Undergraduate Program

The UG program will consist of various categories of courses. The minimum credit requirements for the 3-year UG and 4-year UG (Honours) or UG (Honours with Research) programs are as follows:

### Minimum credit requirement for awarding a degree under each category

S.No.	Broad Category of Course	Minimum Credit Requirement	
		3-year UG	4-Year UG
1	Major (Core)	60	80
2	Minor Stream	24	32
3	Multidisciplinary	9	9
4	Ability Enhancement Courses (AEC)	8	8
5	Skill Enhancement Courses (SEC)	9	9
6	Value Added Courses common for all UG	06 - 08	06 - 08
7	Summer Internship	02 - 04	02 - 04
8	Research Project / Dissertation	-	12
<b>Total</b>		<b>120</b>	<b>160</b>

## Curricular Components of the Undergraduate Program

The undergraduate curriculum is designed to provide a comprehensive and multidisciplinary educational experience. It includes major stream courses, minor stream courses, courses from other disciplines, language courses, skill courses, and additional courses in various fields. At the end of the second semester, students can choose to continue with their selected major or request a change.

### 1. Disciplinary/Interdisciplinary

- Major:** The major stream offers an in-depth study of a specific subject or discipline. Students have the option to change their major within the broad discipline by the end of the second semester, allowing time to explore interdisciplinary courses during the first year. Advanced-level courses, including research methodology and a project or dissertation, will be undertaken in the seventh semester. The final semester will be dedicated to seminar presentations, project report preparation, and submission. The project work or dissertation can be based on the major discipline or an interdisciplinary topic.
- Minor:** Students can choose from disciplinary or interdisciplinary minors and vocational courses to gain job-oriented skills. A minor is awarded to students who complete a sufficient number of courses in a discipline or interdisciplinary area other than their major. Students may declare their choice of minor and vocational stream at the end of the second semester, after exploring various options.

**Vocational Education and Training:** This component includes a minimum of 12 credits related to vocational education and training, which can be connected to the student's major or minor. These courses are designed to enhance employability and are beneficial for students who exit before completing the full program.

### 2. Multidisciplinary Courses (9 credits)

All UG students must complete 3 introductory-level courses from the following broad disciplines to broaden their intellectual experience:

- Natural and Physical Sciences:** Courses such as Biology, Chemistry, Physics, and Environmental Sciences.
- Mathematics, Statistics, and Computer Applications:** Courses including programming languages like Python and software applications like STATA, SPSS.
- Library, Information, and Media Sciences:** Courses related to recent developments in journalism and media science.
- Commerce and Management:** Courses in business management, finance, and accountancy.
- Humanities and Social Sciences:** Courses such as Anthropology, Economics, History, Psychology, Sociology, and interdisciplinary subjects like Cognitive Science and Gender Studies.

### 3. Ability Enhancement Courses (AEC) (08 credits)

Courses in Modern Indian Languages (MIL) and English focus on language and communication skills. These courses aim to enhance critical reading, academic writing, and effective communication, as well as provide an understanding of cultural and intellectual heritage.

### 4. Skill Enhancement Courses (SEC):

These courses are designed to impart practical skills, hands-on training, and soft skills to boost employability. The institution will tailor these courses based on student needs and available resources.

### 5. Value-Added Courses (VAC) Common for all UG students (6-8 credits):

- i) Understanding India: This course provides knowledge of contemporary India, its historical context, national development policies, and constitutional values.
- ii) Environmental science/education: This course focuses on environmental issues, including climate change, pollution, and sustainable development.
- iii) Digital and technological solutions: Courses in cutting-edge technologies such as AI, big data, and machine learning to enhance employability.
- iv) Health & Wellness, Yoga education, sports, and fitness: Courses promoting physical, emotional, and intellectual well-being, including sports activities and yoga education.

### 6. Summer Internship /Apprenticeship (2 – 4 credits):

All UG students must complete internships or apprenticeships during the summer term with firms, industries, or organizations. This hands-on experience aims to enhance practical skills and employability. Students exiting after the first two semesters will undertake a 4-credit work-based learning/internship to receive a UG Certificate.

**Community Service:** Engaging in community service to address socio-economic issues and apply theoretical learnings to real-life problems. This may be part of summer activities or integrated into major or minor courses.

**Field-Based Learning/Minor Project:** Opportunities to understand socio-economic contexts and development issues through fieldwork or minor projects.

### 7. Research Project / Dissertation:

For students pursuing a 4-year Bachelor's degree (Honours with Research), completing a research project is a key component of their academic journey. Under the guidance of a faculty member, students will engage in a research project during their eighth semester. The research outcomes may be published in peer-reviewed journals, presented at conferences or seminars, or even patented.

#### Key Phases:

Seventh Semester: Students will undertake advanced-level courses, including research methodology, and begin their project or dissertation work.

Eighth Semester: This semester is dedicated to finalizing the research project. Students will focus on seminar presentations, preparing and submitting their project report or dissertation. The research work may focus on their major discipline or an interdisciplinary topic.

### 8. Other Activities:

This component includes participation in activities such as the National Service Scheme (NSS), National Cadet Corps (NCC), adult education/literacy initiatives, mentoring school students, and other similar activities.

### Choice-based Minor SUB TOPIC, NOT A POINT

Students are provided with the opportunity to explore a complementary field of interest alongside their main discipline through minors. These minors, comprising 24 credits, are integrated into the overall credit requirements of the programs.

The minors will consist of courses distributed across different semesters, offering students a diverse and well-rounded educational experience. Additionally, some minors may include practical projects, providing hands-on learning opportunities to further enhance their knowledge and skills in the chosen area.

## Types of courses of the Undergraduate programs

The University offers a range of course types designed to provide a comprehensive educational experience. Each course type requires a specific combination of teaching hours, practical activities, field-based learning, internships, and community engagement. The main course types are:

- i) **Theory Course (T):** This is a course that has only theory component.
- ii) **Integrated/Blended Course (B):** This is a course that has both theory and practical components.
- iii) **Comprehensive Course (C):** This is a course that has all three components namely theory, practical, and self-study; and other activities of TLP included.
- iv) **Lab Course (L):** This is a course that has only one practical component.
- v) **Seminar/Project/internship Course (R):** This is a course that has either training, research, or seminar component.
- vi) **Audit Course:** An audit course means a Course which the student can register without earning Credits (Zero Credit Courses).
- vii) **Mandatory Course:** Mandatory courses will not carry any credits. A student is required to obtain the prescribed marks in CIE (overall 40% marks in the internal component to qualify for the award of a degree. For example, graduate programs require the inclusion of certain courses like proficiency in a language, the Constitution of India, Understanding Indian, Bridge Courses, and additional courses suggested by respective BOS for the completion of program as mandatory courses.
- viii) **Ability Enhancement Courses (AEC):** These courses are designed to help students enhance their skills in communication, language, and personality development to promote a deeper understanding of subjects like social sciences and ethics, culture and human behavior, human rights, and law.
- ix) **Skill Enhancement Courses (SEC):** These courses are aimed at imparting practical skills, hands-on training, soft skills, etc., to improve the employability of graduating students.
- x) **Value Added Course (VAC):** These courses are designed to provide necessary skills to increase the employability quotient and equipping the students with essential skills to succeed in life.
  - a. Students are encouraged to enroll for MOOC courses offered by SWAYAM/NPTEL or any other platform and register for examinations. The credits earned through these MOOCs will be shown in grade card as 'Value Added Course'.
- xi) **Seminar:** Involves structured discussions or debates led by experts on specific topics, current events, or experiences.
- xii) **Internship:** Provides practical work experience or cooperative education with an external entity, supervised by professionals, to integrate academic learning with real-world applications.
- xiii) **Studio Activities:** Studio activities involve the engagement of students in creative or artistic activities. Every student is engaged in performing a creative activity to obtain a specific outcome. Studio-based activities involve visual- or aesthetic- focused experiential work.
- xiv) **Field Practice/Projects:** These courses require students to participate in field-based learning/projects generally under the supervision of an expert of the given external entity.
- xv) **Community Service:** Focuses on engaging with socio-economic issues to supplement theoretical learning with real-life experiences and contribute to solving community problems.
- xvi) **Capstone Project:** A comprehensive assignment that serves as a culminating experience, requiring the application of skills and knowledge acquired throughout the degree program.

## Structure of the Postgraduate program

The PG program will consist of the following categories of courses and the minimum credit requirements for 1-year PG and 2-year PG programs are given below:

### Minimum credit requirements to award degree under each category

S.No.	Broad Category of Course	Minimum Credit Requirement	
		1-year PG	2-Year PG
1	Discipline Core	32	54
2	Discipline Elective	12	16
3	Research Project / Dissertation	-	10
<b>Total</b>		<b>44</b>	<b>80</b>

## Curricular Components for the Post-Graduate Program

The post-graduate program is designed to provide a comprehensive and advanced educational experience, drawing from best practices worldwide. The curriculum includes both 1-year and 2-year courses, with a combination of compulsory core courses and elective courses aimed at building both foundational knowledge and job-specific skills.

### 1. Disciplinary/Interdisciplinary Core Courses:

The core courses offer students the opportunity to engage in an in-depth study of a particular subject or discipline. These advanced-level courses include:

- **Disciplinary/Interdisciplinary Courses:** Focused study in the chosen major.
- **Research Methodology Course:** Essential for developing research skills.
- **Project/Dissertation:** Conducted in the third or fourth semester. The final semester is dedicated to seminar presentations, and the preparation and submission of the project report or dissertation, which can be based on the major discipline or an interdisciplinary topic.

### 2. Disciplinary/Interdisciplinary Electives:

Students can choose from a range of elective courses that complement their major or explore new areas of interest. These electives, along with skill-based courses, are designed to enhance vocational education and training.

Vocational education and training form an integral part of the postgraduate program, combining theoretical knowledge with practical skills. These courses are particularly beneficial for students who may exit the program before completion, equipping them with job-ready skills.

### 3. Research Project / Dissertation:

Students pursuing a post-graduate degree must undertake a research project under faculty guidance. This project is typically completed in the final semester, with outcomes that may be published in peer-reviewed journals, presented at conferences/seminars, or patented.

### 4. Other Activities:

This component will include participation in activities related to National Service Scheme (NSS), National Cadet Corps (NCC), adult education/literacy initiatives, mentoring school students, and other similar activities.

## Types of courses for the Post-Graduate Program

The University offers a range of course types designed to provide a comprehensive educational experience. Each course type requires a specific combination of teaching hours, practical activities, field-based learning, internships, and community engagement. The main course types are:

- Theory Course (T):** This is a course that has only theory component.
- Integrated/Blended Course (B):** This is a course that has both theory and practical components.
- Comprehensive Course (C):** This is a course that has all three components namely theory, practical, and self-study; and other activities of TLP included.
- Lab Course (L):** This is a course that has only one practical component.
- Seminar/Project/internship Course (R):** This is a course that has either training, research, or seminar component.
- Audit Course:** An audit course means a Course which the student can register without earning Credits (Zero Credit Courses).
- Mandatory Course:** Mandatory courses will not carry any credits. A student is required to obtain the prescribed marks in CIE (overall 40% marks in the internal component to qualify for the award of a degree. For example, graduate programs require the inclusion of certain courses like proficiency in a language, the Constitution of India, Understanding Indian, Bridge Courses, and additional courses suggested by respective BOS for the completion of program as mandatory courses.
- Seminar:** Involves structured discussions or debates led by experts on specific topics, current events, or experiences.
- Internship:** Provides practical work experience or cooperative education with an external entity, supervised by professionals, to integrate academic learning with real-world applications.
- Studio Activities:** Studio activities involve the engagement of students in creative or artistic activities. Every student is engaged in performing a creative activity to obtain a specific outcome. Studio-based activities involve visual- or aesthetic- focused experiential work.

- xi) **Field Practice/Projects:** These courses requiring students to participate in field-based learning/projects generally under the supervision of an expert of the given external entity.
- xii) **Community Service:** Focuses on engaging with socio-economic issues to supplement theoretical learning with real-life experiences and contribute to solving community problems.
- xiii) Students are encouraged to enroll for MOOC courses offered by SWAYAM/NPTEL.
- xiv) The credits earned through these MOOCs will be shown in the grade card through credit transfer.

## Slot based time table

On every working day, there are ten periods, each called an instructional hour. In each week, there are 50 instructional hours, which are represented by special letters, each associated with one or more instructional hours. For example, 'A1' represents three instruction hours in a week in the table and it constitutes a three-hour slot to teach a course which requires three instructional hours. Similarly, B1, C1, F1, A2, B2, C2, E2, F2. all are three instruction hour slots; there are ten single slots each with one instruction hour in the time table, namely D11, D12, D13, D21, D22, D23, TU1, TU2, TU3, TU4, TU5, and TU6. One or more single slots can be used in conjunction with three instructional hours. The duration of lunch time is 50 minutes, and these hours are designated by ES1 to ES5, respectively.

## University working hours

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

## Course Registration

It is mandatory for all students to register themselves every semester for the courses they have been advised to enroll, through the Course Registration process. The Course Registration schedule is announced in advance to enable easy and systematic registration.

### Please note:

- Students having any outstanding dues, will not be permitted for course registration.
- The faculty mentors should be consulted for advice and counselling.
- If a student fails to register for any course(s) during any semester, his/her admission to the University will be subject to cancellation.
  - o In order to restore the active admission status, the student will then have to take necessary approval from the Program Chair.
  - o A readmission fee will be applicable for continuation of the course work.
- Students who have not registered at the beginning of the semester shall not be permitted to appear in the MTE, internal evaluation or end term examination.
  - o Further such students will not be permitted to fill debarred /supplementary forms and will hence be required to repeat the year.

## Course material on ERP and LMS

Students can access their lecture schedule including topic of each lecture on the ERP and LMS. Additionally, the syllabus, lecture materials and other relevant material are also available to download.

## Guidelines for change of program/discipline

Only change of discipline within the same program or change from integrated program to regular or vice versa is permissible

Students wishing to make such changes must submit their application using the prescribed format available from the dean's office.

Application for change of program /discipline can be of the following categories:

- A) Change of discipline within the same program e.g. Change of discipline from B. Tech. CSE to B. Tech. CE (only in 1st year)
- 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 program will be available in the registrar's office after declaration of 1st year results.
- The respective deans of school will prepare a list of students who have applied for change of discipline on the basis of CGPA and of 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 program. No application after the above dates shall be entertained.
- Students should continue to attend the classes in the existing program, till the change of program is approved by the competent authority.
- The change in program will be allowed on merit basis if the seats are available, eligibility conditions are fulfilled by the students and the provisions in Rules & Regulations of the University.

## Guidelines for award of Honours Degree in Engineering

B.Tech Students have the options of getting an honours degree by earning 20 more credit in additional high end elective/MOOC courses of the same discipline, for example, if the total credits of B.Tech ECE is 160 and the students earns 20 more credit through high end elective/MOOC courses in ECE, then he gets a B.Tech (Hons.) degree in ECE.

## Guidelines for award of Graduate degree with Minor in Cross-Disciplinary Engineering branch

B.Tech Students can earn 20 additional credits from inter-disciplinary elective/MOOC, for example, if an ECE Students earns 20 additional credits in elective/MOOC of CSE (or any other engineering branch) then he/she will get the graduation B.Tech degree in ECE with a minor in Computer Science Engineering (CSE) / any other engineering branch.

## Course Outline

On the first day of each semester, professors will provide a course outline detailing the semester's schedule. Course outlines are the most important resource to be successful in the program. They provide detailed information about each class, required readings, assignment and project deadlines, and exam dates.

## Extra Assistance from Professors

All professors are available to students for a minimum of one hour per week, per course, outside of class time, at no extra cost. This opportunity is for students to discuss any topic or assignment about which they require further clarification, reducing the need for any outside assistance (i.e. tutors/tuitions).

## Paving the way for your success

The School of Lifelong Learning is dedicated to equipping you with essential skills and knowledge for your careers. We use innovative learning methods like Experiential Learning, Problem-Based Learning, Collaborative Learning, Active Learning, and Blended Learning to promote active participation and growth. The approach goes beyond traditional academics to include intellectual, emotional, and spiritual quotient (IQ, EQ, and SQ).

## General Laboratory Safety and Guidelines

- Ensure aisles are free from obstructions.
- The unobstructed access to all exits, fire extinguishers, electrical panels, emergency showers, and eyewashes should be maintained at all times.
- Corridors should not be used for storage or work areas.
- All ignition sources should be turned off and the doors should be locked while leaving the lab unattended.
- Heavy items should not be stored above table height. Any overhead storage of supplies on top of cabinets should be

limited to lightweight items only. A 36" diameter area around all fire sprinkler heads must be kept clear at all times.

- Spills should be cleaned up immediately.
- Care should be exercised while lifting heavy objects. Unnecessary bending, twisting, and reaching out should be avoided.

## Laboratory Guidelines

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

- Always listen carefully to the faculty, as the students may be working with dangerous materials or equipment. Accidents resulting in injuries can occur if directions are not strictly followed.
- Eating, drinking or chewing gum while experiments are underway are strictly forbidden.
- Students should always conduct themselves in a responsible and cautious manner. At no time should anyone in the lab engage in behaviour such as pushing, running, jumping or other risky behaviour.
- No loose clothing should be worn in the laboratory as these will be difficult to manage and these may encounter flames or chemicals. Full sleeves should be rolled up, and hair tied back. Lab coats must be always worn in the laboratory.
- Students should familiarize themselves with the location of the safety equipment which may be available, including the fire extinguisher and the eyewash station. They should also be aware of the location of the emergency exit.
- In the event of an evacuation follow the instructions given. In the absence of instructions, follow the evacuation process.
- All books and belongings must be left at the desk, away from the lab station. Only the materials required to complete and record the experiment instructions, (e.g. pencils or graph paper, etc.) should be brought into the laboratory.
- All equipment's should be handled carefully to prevent breakage or damage and harm to self.
- Students should clean their lab stations before departing.
- Students should report any accident, no matter how small or big, to the faculty without any delay.
- Any willful damage caused to equipment in the laboratory will result in disciplinary action against the students at fault

## Academic Discipline

- It is mandatory for students to attend all lectures, tutorials, and practicals.
- In-case of unavoidable circumstances, if students' attendance drops below 50%, the student is will not be eligible to appear in the mid-term examination (MTE) and if it drops, below 75% the students are not will not be eligible to appear in the end term examination (ETE) and Practical examinations.
- Student must compulsorily appear in all the tests, complete all assignments, including tutorials and project work, etc. assigned by the faculty within the time period specified.
- Internal assessment marks strongly influence the final grades earned by the student. These are based on the students' performance in assignments, quizzes, attendance and MTE examinations.
- Evaluation of performance in tests, tutorials, quizzes, self-learning, seminars, assignments, and project work record shall be kept by the faculty for the purpose of award of internal assessment marks.
- Marks awarded by the faculty would be final and binding and no complaint in this regard shall be entertained. The total internal marks including MTE and quizzes, assignments or any other will be displayed by faculty one week prior to the end term examinations.
- Late entry into, and early exit from classrooms, laboratory, etc. is strictly prohibited.
- All students must be inside the lecture halls/laboratories during lecture hours and lab sessions. Roaming in the corridors, cafeteria or any other part of the campus during lectures/ tutorials/practical is in serious violation of the academic code of conduct. Any student found doing so will be subjected to disciplinary proceedings of the proctorial board.
- Students are not allowed to engage in sports/games or any other activity during lectures/ tutorials/practicals.
- It is mandatory to carry the I-cards and produce these to the designated authority when demanded.
- Mobile phones or any other personal electronic devices must be switched off during any kind of classroom laboratory, curricular, co-curricular activities.
- Eatables, tea, coffee, soft drinks or any such items cannot be consumed during academic engagements and in academic spaces, including classrooms, labs, library, corridors, staircases etc.
- All the applications of students shall be signed by the faculty mentors before giving to program chair (PC).
- Students' applications must be signed by PC before submitting to registrar/ CoE/ proctor/ Pro VC/ VC.

### **Academic Integrity**

Academic Integrity is about honest presentation of you're a students' academic work. It means acknowledging the work of others whilst developing your one's own insights, knowledge, and ideas. Academic work in an institute depends on the practice of academic integrity as a core value. It is an important part of academic life for both staff as well as the students and is also essential to all academic thought and practice. All work produced must acknowledge the sources of ideas presented and cite the original written work.

### **Avoid Plagiarism**

In preparing assignments students will need to do independent work. If any ideas of others are used, they should be acknowledged and should not infringe copyrights. Students are encouraged to read widely and acknowledge any ideas that are not their own by including citations in a list at the end of every assignment. It is the responsibility of every student to know how to include references correctly. The Harvard Referencing System or other referencing systems need to be used in research papers and assignments.

### **Penalties for Plagiarism**

Penalties for plagiarism can be severe depending on the nature of offences. If a student has been charged with academic misconduct for plagiarism, he/she may have to attend a hearing to defend or explain actions. If found guilty the student could get zero for the assignment and/ or be given a more severe penalty.



## CREDIT SYSTEM

The university has adopted a Choice Based Credit System (CBCS). This system allows students to choose from a wide range of electives (school/department/institutional/open) and complete their programs at their own pace. Value-added courses are also offered as part of extended learning in interdisciplinary and multidisciplinary domains. The CBCS facilitates continuous learning and assessment, providing significant advantages over the conventional system of organizing academic programs. The multidisciplinary approach of CBCS equips students to meet challenging opportunities ahead. In this system, the coursework is unitized, and one credit is assigned to each unit upon the successful completion of the teaching-learning process and its assessment.

Credit represents the effort made by a student in a regular semester. Specifically:

- Theory and Tutorial Courses conducted for one hour/week/semester amount to one credit.
- Practical classes (Laboratory/Workshop/Studio) conducted for two hours/week/semester amount to one credit.
- Self-study in a course for three hours/week/semester (without supervision/online) amounts to one credit. In the case of a summer semester, the course load is doubled. These guidelines form the basis for fixing the semester course load and weekly contact hours in regular/summer semesters.

### Allocation of Credits for Different Types of Courses

The workload for a course is measured in terms of credit hours. A credit unit determines the number of hours of instruction required per week over a semester (minimum 14-15 weeks). Each course consists of three components: Theory (Lecture and Tutorial), Practical, and Self-study. The combination of these components classifies the course. For example:

- A three-credit theory course means three hours of lecture per week, equating to 42-45 hours of teaching per semester.
- A one-credit tutorial involves one hour of engagement per week, totaling 14-15 hours per semester.
- A one-credit practicum or lab work means two hours of engagement per week, totaling 28-30 hours per semester.
- A one-credit seminar, internship, studio activity, field practice, or community engagement means two hours of engagement per week, totaling 28-30 hours per semester.

**Course Registration** Students must register for courses to earn credits towards their degree programs. These courses, along with their grades and earned credits, are included in the Grade Card issued by the university at the end of each semester, forming the basis for assessing the student's academic performance.

**Audit/Value Added Courses** Students can register for audit courses, value-added courses (VAC), to supplement their knowledge and/or skills. However, these courses do not count towards the student's academic performance in the semester.

**Credit Structure** Courses may have various components: lecture only, lecture and tutorial, laboratory, studio and moot court.

### Course Load in Regular Semester(s)

- a) The course load is set at 20-26 credits per semester.
- b) It is mandatory to complete a fixed course load of 20 credits in the first 2 semesters
  - i) Dropping courses during the first year is not permitted.
- c) From 3rd semester onwards, the course load can range from the credits specified by the program. To register beyond 26 credits, provided:
  - i) students have a CGPA of 7.5,
  - ii) no backlogs, and
  - iii) no involvement in disciplinary cases.

- d) To register for additional courses, the following criteria must be met
- i) A maximum of 6 additional credits (2 courses of 3 credits each).
  - ii) The prerequisites shall be verified and there should be no overlap in the timetable.
  - iii) The additional courses must be completed within that academic semester.
  - iv) The additional courses can be taken in an online mode (MOOCs) with progress monitored by the faculty advisor.
  - v) The approval of the concerned faculty must be taken.

### **Dropping of Courses**

- a) Students can drop additionally registered courses within 2 weeks of the semester's start.
- b) Options to drop a complete semester/year within norms (without affecting the maximum duration of the degree).

### **Course Load in Summer Semester**

- a) The summer semester is designed to assist students who have either failed their examinations or were detained due to insufficient attendance. This helps them avoid losing an academic year. The school/department may offer select courses for summer semester.
- b) The decision to offer the summer semester lies with the school/department and is not guaranteed.
  - i) The students are required to register for a course in the summer semester and make a nominal payment as prescribed by the university.
- c) Attendance requirements in the summer semester are stringent, with students needing to achieve at least 75% attendance to qualify for the end-of-semester examination. Both internal and external marks will be reassessed during the summer semester.
- d) Students can register for a maximum of 16 credits and 40 contact hours per week.

## EXAMINATIONS AND GRADING

Examinations and assessments are integral to evaluating student performance and ensuring academic excellence. They are designed to measure your understanding of course material, critical thinking skills, and overall academic progress. The university employs a variety of assessment methods, including written exams, practical tests, presentations, and project work, to provide a comprehensive evaluation of the students' learning. Adherence to examination rules and regulations is essential for maintaining the integrity and fairness of the assessment process. Detailed guidelines on examination schedules, grading criteria, and academic integrity are available to help the student navigate the assessments successfully and uphold the standards of academic rigor.

### Code of Conduct for the Examinations

#### At the Start of Examination

- The students should be seated in the examination hall at least 15 minutes prior to the examination time.
- They should be in proper formal attire failing which they will be barred from taking the examination.
- Any material(s) that may help the student in examination in any way will not be allowed inside the Academic Block during the examination.
- No one is allowed to borrow pens, pencils, erasers, or other materials from others while the examination is in progress.
- The invigilator should be informed in case:
  - There is a blank page in the question paper where there should be questions.
  - A wrong question paper has been distributed.
- Printing on the question paper is not clear or legible.
- The students should start writing only after they are told to do so.
- No talking is allowed in the examination hall/ classroom.
- All the instructions on the question paper and admit card should be followed.
- No tables etc. related to the examination should be carried, as all the needed material will be supplied to the students.
- Eatables, soft drinks etc. are not allowed inside the examination hall.

#### During the Examination

- Nothing should be written on the back or cover page of answer sheet/admit card or question paper.
- The students COMPLETE NAME and ROLL NUMBER should be written CLEARLY on every sheet of question paper and any other paper used like tables, graphs etc.
- Correction fluid must NOT be used.
- The answers should be numbered in the left-hand margin as per the number given in the question paper.
- Answer sheets must be properly covered to prevent cheating or aiding in cheating.
- Candidates are not allowed to take washroom breaks during the first hour and last hour of SEE and ETE.
- Candidates are not allowed to take washroom breaks during the MTE.
- Electronic devices and computerized aid are NOT allowed in the examination hall.
- Silent battery-operated and non-programmable electronic calculators can be used during the examinations.

#### After the Examination

- The students should remain silent and seated while the answers sheets are being collected.
- No student is allowed to take any answer sheets out of the examination hall.
- No student is allowed to leave until the invigilator is satisfied with the collection of all the answer sheets.

#### Use of Unfair Means and Punishment (UFM)

- Students should observe silence at all times during the examination. The invigilator reserves the right to expel any student from the examination hall if he/ she fails to observe the code of conduct.

- Any unauthorized material(s) found with a student during the examination will be considered as they were intended for dishonest use, whether or not the student actually uses them, s/he will be charged with use of UFM.
- Any student who copies from another student or allows the answers to be copied by another student may have all his/her papers cancelled.
- Any student who attempts to use unfair means will be severely dealt with.
- In case of use of unfair means (UFM) the paper for the student may be cancelled and disciplinary proceedings may be initiated.
- There could be more severe punishments as per the decision of the Examination Committee (EC). The decision of the EC appointed by the management of the university shall be final and binding on the examinees with regard to any disputes concerning examinations.

## Attendance

Students are expected to maintain full attendance in all courses. However, students may occasionally miss classes due to illness or family emergencies, a minimum attendance of 75% is required to appear in SEE/ETE.

In case of medical emergency, the student or parent should inform the dean immediately via email. Proof of the medical emergency must be submitted to the Dean's office within a week from the first day of absence.

Unauthorised absence will be considered as part of the discretionary 25% for fulfilling the minimum 75% attendance requirement for appearing in the examination.

Students nominated or sponsored by the University to represent it in seminars, conferences, workshops, competitions or participating in co-curricular or extra-curricular events will be given 'On Duty (OD)' credit. To receive OD credit, students must apply in writing for such a leave in advance and obtain sanction from

- The program chair of his or her school for academic related requests and
- The Dean of Student Welfare for co-curricular or extra-curricular related requests.

For participation in the University's placement process the names of students will be forwarded by the placement cell in-charge to the respective school deans, who will then grant OD

The Dean's office will incorporate OD leaves, medical leaves, and any other type of leave in calculating the 75% attendance. No student shall be permitted to appear in the End-Term Examination (ETE) if their attendance falls below 75%.

**\*\*Please Note:** Hall tickets for examinations will be issued through the ERP system only.

Attendance eligibility criteria	Period of calculation of absence	Minimum percentage of attendance required
SEE/ETE (Theory & Lab separately)	From 1st day to the last instructional Day	75%

In case of attendance falling marginally below 75% due to exceptional circumstances, the School Dean may bring such cases, along with valid and adequate evidence, to the notice of the Examination Committee headed by the Vice Chancellor. The Examination Committee may consider relaxing the attendance under the following circumstances subject to submission of proper documents:

1. Death in family. (Parents & siblings only)
2. Hospitalisation or prolonged in-patient treatment.
3. Serious accident met by the student.
4. Other serious unavoidable circumstance(s).

The list of students who are debarred from writing exams in each course will be displayed through the university's ERP:

- One day before the commencement of mid-term exams (MTE) and,
- On the day following the last instructional day for semester end exams (SEE/ETE)

## Relaxation of attendance criteria for extra-ordinary students

To encourage students to attend seminars, conferences, workshops, training programs, short duration courses offered by specialized institutions, and to address the concern of losing attendance in various courses, university has implemented an attendance relaxation policy for extraordinary students.

Students who meet the following criteria are exempted from the minimum attendance requirements:

- CGPA of 9.00 or above (CGPA > 9.00) and
- No current backlog courses

However, these students will be required meet the following criteria

- Attend at least 65% of the classes and
- Maintain 85% in Laboratory courses.

These students are expected to continue to attend all the classes and avoid skipping classes without a valid reason. If the CGPA of such a student fall below 9.00, they automatically are subjected to the minimum attendance requirements.

The CGPA of a student as on the first instructional day of the semester concerned will be considered for this exemption. Any change in CGPA, due to paper revaluation, etc. will not be considered for adding/removing a student from the exempt list and the effect of change in CGPA will be considered for the subsequent semester.

Based on the above criteria, the list of students exempted will be notified by the COE at the beginning of Odd/Even Semester. This provision is applicable from the 3rd semester onwards and does not apply to the first and second semester students.

### Eligibility for appearing in examinations

Only students who have registered at the beginning of the term and have fulfilled the 50% attendance requirement criteria shall be permitted to appear in MTE examination and have fulfilled 75% attendance requirement criteria shall be permitted to appear for SEE/ ETE examination.

All students who have registered for a particular course are eligible to write the SEE/ETE for that course unless found to be ineligible due to one or more of the following reasons:

1. Shortfall of attendance (Only debarred cases)
2. Act of indiscipline (Suspended or Rusticated due to act of Indiscipline)
3. Withdrawal from a program

To be eligible to appear in examinations, students must adhere to the following criteria:

1. Registration: Students must have registered at the beginning of the term.
2. Adhere to the attendance norms of the university.

**General Eligibility for SEE/ETE:** All students registered for a particular course are eligible to write the SEE/ETE for that course unless found ineligible due to one or more of the following reasons:

1. Shortfall of attendance (only debarred cases)
2. Act of indiscipline (suspended or rusticated due to an act of indiscipline)
3. Withdrawal from the program

### Absence in MTE or Internal Assessment component

1. It is compulsory for students to appear in all components of the evaluation scheme failing which they will be marked ABSENT and no further chance will be given.
2. In cases of authorized absence, the instructor may provide an opportunity for the student to appear for internal assessment.
3. If a student fails to write any MTE exam, they will automatically be awarded a zero for that examination. The student will be awarded an **Ab (Absent)** grade in the course in which they do not appear in the MTE, even if they fulfil the attendance criteria.

**Exceptions for Genuine Cases:** In genuine cases such as accidents, death in the immediate family, medical grounds, etc., the student can apply using the prescribed form available with the registrar/dean. The student must provide adequate reasons, justification, and evidence to support their case.

### Assessment and Evaluation

As mandated by the OBE, for evaluation of student Performance, Galgotias University follows Continuous Assessment with the following components: internal assessment (IA), mid term examinations (MTE) and end term examination (ETE)

Component of a course	Examinations		Weightage
Lectures/Tutorials	mid term examinations (MTE)	----	30%
	Internal Assessment (IA)	<ul style="list-style-type: none"> <li>• Course based- e.g. Activity based learning quiz platform mode on GATE pattern questions (Moodle/LMS)</li> <li>• Course based– e.g. Activity based learning based on Mini models</li> <li>• Score in AMCAT/Cocube Tests- Marks Scored by student in each test to be equally distributed/ mapped for each subject by School head and benchmarking to be done.</li> <li>• Participation in co-curricular activities/ outside campus participation (Rubric attached)</li> <li>• Participation in extra-curricular activities/ Hackathons</li> <li>• Course based-activity based learning based on Simulation or experiments on software etc</li> <li>• Attendance</li> </ul>	20%
	SEE / ETE		50%
Laboratory Practical Work (Through continuous assessment, each experiment shall have 10 marks and average shall be internal.) Total Marks = Total marks optioned from all Experiments	Laboratory Practical Work (LPW)*		100%

#### Assessment Pattern for Theory Course

Type of Courses (T)	CIE			Total Marks		Grand Total Marks	Weightage (CIE-SEE)
	IA1	MTE	IA2	CIE	SEE		
Theory	25	50	25	100	100	200	50-50

#### Assessment Pattern for Integrated (Blended) Courses

Type of Courses (T)	CIE			Total Marks		Grand Total Marks	Weightage (CIE-SEE)
	Lab (Daily work/ Record)	MTE	Lab Exam	CIE	SEE		
Integrated	25	50	25	100	100	200	50-50

#### Assessment Pattern for Comprehensive Courses

Type of Courses (T)	CIE			Total Marks		Grand Total Marks	Weightage (CIE-SEE)
	Lab (Daily work/ Record)	MTE	Course-based Project*	CIE	SEE		
Comprehensive	25	50	25	100	100	200	50-50

PPP (Preliminary Project Plan): The preliminary project plan (PPP) provides an initial, overview of the project and all of its known parameters. It outlines the project's objectives, relevance to the program, merit, and conformity to current industry/government policy, proposed methodology, and expected outcomes. It should also include any known constraints related to the time frame (Gantt Chart), budget, etc.

### Assessment Pattern for Lab Course

Type of Course (L)	CIE		Total Marks	Final Marks CIE + SEE	
	Lab Work + Record	Lab Test	CIE	SEE Lab Exam*	
LABORATORY	25	25	50	50	100

Lab Work - 15 marks + Lab Record - 10 marks

Passing Criteria - 30% of marks to be secured in the lab Exam conducted by two examiners (one internal and one external)

### Grading System

For every course, the student will receive a final letter grade. These grades are calibrated with CGPA quality points. The grid below shows how letter grades and their corresponding grade points.

S. No.	LETTER GRADE	GRADE POINT
1	O (Outstanding)	10
2	A+ (Excellent)	9
3	A (Very Good)	8
4	B+ (Good)	7
5	B (Above Average)	6
6	C (Average)	5
7	P (Pass)	4
8	F (Fail)	0
9	Ab (Absent)	0
10	DE (Debarred)	0

### The Semester Grade Point Average (SGPA)

The performance of a student in a semester is indicated by SGPA, which is the weighted average of the grade points obtained in all the courses registered by the student during the term exam. The formula for calculating the SGPA is as follows:

Where,

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

- $C_i$  = The number of credits earned in the  $i$ th course of a term for which SGPA is to be calculated.
- $P_i$  = Grade point earned in the  $i$ th course
- $i = 1, 2, \dots, "n"$  represent the number of courses in which a student is registered in the concerned term exam.

**Note:** The SGPA is calculated to three decimal places.

**Calculation of Cumulative Grade Point Average (CGPA)**

The Cumulative Grade Point Average (CGPA) provides an up-to-date assessment of a student's overall performance from the time of their first registration. It is the weighted average of the grade points obtained in all courses across the prescribed terms for undergraduate (UG) or postgraduate (PG) programs.

$$CGPA = \frac{\sum_{j=1}^m C_j P_j}{\sum_{j=1}^m C_j}$$

The CGPA is calculated only when the grade points (minimum up to pass marks) for all semester examinations are available. The formula for calculating the CGPA is as follows:

$$CGPA = \frac{\sum_{j=1}^m C_j P_j}{\sum_{j=1}^m C_j}$$

- C<sub>j</sub> = The number of credits earned in the j<sup>th</sup> for which CGPA is to be calculated.
- P<sub>j</sub> = Grade point earned in the j<sup>th</sup> course. A grade point less than 4 in an undergraduate subject and less than 6 in a postgraduate course shall not be taken into consideration for the calculation of CGPA.
- j=1,2,...,m = the number of courses in which a student is registered up to the term for which the CGPA is to be calculated.

The CGPA is calculated to two decimal places, ensuring a precise evaluation of a student's academic performance over their entire program.

**Transparency in Examination**

In case of any written representation or grievance received from a student, regarding the question papers or answer sheet, within three working days of completion of the that particular examination, it will be considered by the Examinations Grievance Committee. The Vice Chancellor shall take appropriate decision on their commendations of the Examinations Grievance Committee, before the declaration of result(s) of the said examination.

**Promotion Rules**

Year Progression	Minimum Requirement for progress
I to II Year	60% of total credits from (Semester I and Semester II)
II to III Year	Total Credits of First Year + (60% of total credits of Semester III + IV)
III Year to IV Year	Total sum of Credits required to progress equals to Total Credits of First Year + Second year + (60% of total credits from Semester V + VI)

While minimum CGPA requirement in UG Program in first 2 years is not mandatory, a student should have a minimum CGPA of 4.5 to progress from 3<sup>rd</sup> year to final year in addition to meeting the credit requirement. For 3<sup>year</sup> programs, the same will be applicable after 1<sup>st</sup> Year. The same will apply to PG Course after first year onwards.

**Summer Term**

The University provides an opportunity to the students who have either failed course(s) and those students who were debarred from the examinations due to shortage of attendance;

**Back paper:** The students who fail course(s) in a semester, are required to fill the back paper form, which costs **Rs. 500** per course. The students with back papers do not have to attend the summer term classes. They are required to appear only for semester - end examinations. Their mid-term and internal evaluation components for which the student has already appeared and for which marks are carried over for the preparation of their result(s)

**Debarred:** The students who do not fulfil the attendance criteria to be eligible to appear in the examination, are required to fill the debarred form, which costs **Rs. 2,300** per course.

- It is compulsory for the debarred students to attend the classes during the summer term and appear for all the evaluation components.
- Students are required to appear for internal evaluation, mid-term examination and semester-end examination.
- Summer term time-table is made available on the university website.
- Answer sheets will be shown to the student on the notified date and time only.
- All grievances shall be addressed by the Grievance Cell.



- Result will be published on the university website and students are responsible for seeing their result.
- Grade card can be viewed / downloaded from University ERP

## Rules & Regulations

Summer term will operate at an accelerated pace, with courses running at double the rate of a normal semester e.g. one credit of course will require two hours per week so that the total contact hours are equivalent to a normal semester. Student must attend all classes during the summer term. If student's attendance falls below 75% in any course/tutorial, they will not be permitted to take the summer term examination for that course. The specific rules for summer term are as follows:

- The summer term is only applicable for theory (L) category courses and not for audit courses and practical category courses.
- It is mandatory for students who have failed in any courses twice to attend the classes in the summer term.
- Only students who have been detained for few courses in first and second term can register.
- Students are allowed to register for maximum of 30 credits for passing out year and 16 credits for all other years.
- Once registered, students will not be allowed to withdraw from a summer term.
- The summer term is not applicable to courses that were not registered in previous terms.

The summer term is a special semester and students cannot demand it as a matter of right. It is mandatory for students to appear for regular examination for all subjects in regular term as summer term may not be offered for all subjects. Minimum batch size to be required and offering this semester cannot be treated as precedence.

## Supplementary (Backlog and Debarred) Examination

Supplementary Examination is conducted two times as per the details mentioned below:

- For odd semester – Along with the SEE / ETE of odd semester
- For even semester – Along with the SEE / ETE of even semester

Students who have F/ AB/ MP (UFM) grades in a course(s) can apply for the Supplementary Examination.

## Graduation Policy

### 1. Eligibility for Graduation

- Students must successfully complete all required coursework and meet the credit requirements for their respective programs.
- Students must maintain the minimum required CGPA as specified by their program.
- All financial obligations to the university must be settled before graduation.

### 2. Degree Audit

- A degree audit will be conducted to ensure all academic requirements have been met.

### 3. Commencement Ceremony

- Participation in the commencement ceremony is optional but encouraged.
- Details regarding the date, time, and location of the ceremony will be communicated to eligible students.

### 4. Degree/Diploma Issuance

- Degree/Diplomas will be issued to students who have met all graduation requirements and have no outstanding financial obligations.

### 5. Post-Graduation Services

- Graduates will have access to career services and alumni resources.
- The university encourages graduates to stay connected through the alumni network and participate in alumni events.

### 6. Degree Verification

- Employers and other institutions can verify a student's degree through the university's registrar office.
- Official transcripts can be requested through the university's online portal.

For further details on the graduation process and requirements, students should consult the CoE office.

## Awards and Honors

In recognition to the students' excellent performance in various fields, Galgotias University has instituted many prizes

and medals. Meritorious students will be awarded for excellent performance in Academics, sports, cultural & extra-curricular activities, debates, and more.

### Gold Medals:

The University shall award Gold Medal to the topper in each Program for undergraduate and postgraduate program as per the university rules and regulations.

### Silver Medals:

The University shall award a silver medal to the second topper in each Program for undergraduate and postgraduate program as per the university rules and regulations.

### Bronze Medals:

The University shall award a Bronze medal to the Third topper in each undergraduate and postgraduate program as per the university rules and regulations.

### Eligibility for Medals:

1. Students completing all the courses of the Undergraduate/ Postgraduate programs in one attempt and having at least 75 % attendance shall be considered to be eligible for the above medals.
2. If the topper student does not fulfil the above criteria, the medal shall be awarded to the next student in merit.
3. In case of a tie, it shall be broken by considering the CGPA of students.
  - a. If the tie persists, it shall be broken by considering SGPA of previous two semesters.
  - b. If the tie still persists, then considering the SGPA of previous four semesters will be considered, and so on.

The University shall announce the awards/medal at least 20 days before the convocation day. The above medals shall be awarded to the notified candidates on the convocation day.

### Chancellor Trophy:

- Two Students (one male and one female) with outstanding performance in academics, extra-curricular and co-curricular activities will be awarded "The Chancellor Trophy" for "Best Outgoing Student of the Year"

S.No.	Criteria	Marks 100
1	Curricular (CGPA) --20	20
2	Co-Curricular Activity--30 <ul style="list-style-type: none"><li>• Participation In<ul style="list-style-type: none"><li>o University/University Level</li><li>o NIT, IIT Level</li></ul></li><li>• Awards Received</li><li>• Patent Filed</li></ul>	30
3	Extra-Curricular Activity--30 <ul style="list-style-type: none"><li>• Participation In<ul style="list-style-type: none"><li>o University/University Level NSS, SPORTS, NGO</li><li>o NIT, IIT Level</li></ul></li><li>• Awards</li></ul>	30
4	Placement --10	10
5	Career Path--10	10

# RESEARCH AND ENTREPRENEURSHIP

Our institution fosters a culture of innovation through dedicated Research and Entrepreneurship initiatives. The Research and Development (R&D) Cell promotes scholarly research, offering resources and support for faculty and students to pursue groundbreaking projects. The Entrepreneurship Cell (E-Cell) nurtures entrepreneurial spirit by providing mentorship, workshops, and networking opportunities to budding entrepreneurs. Additionally, the Institution Innovation Council (IIC) encourages creative problem-solving and facilitates the development of innovative solutions to real-world challenges. Together, these platforms empower students to transform ideas into impactful ventures, contributing to their academic and professional growth.

## Entrepreneurship cell (e-cell)

At e-cell, we challenge our students to dream big and ask, "Why not?". E-cell provides unrivalled support to transform ideas into successful startups. We invite all emerging entrepreneurs who embrace risk, thrive in ambiguity, and have the courage and conviction to realize their vision for the future.

## Institution Innovation Council (IIC)

The Innovation Cell at Galgotias University fosters a spirit of innovation and entrepreneurship among students and faculty. Established under the Ministry of Education's Innovation Cell in 2018-2019, the Institution's Innovation Council (IIC) promotes innovative research, often leading to patentable inventions that address societal needs. The IIC has organized over 250 events in collaboration with the Entrepreneurship Cell, IPR Cell, and various departments. IIC Galgotias is one of seventeen governing members of the IIC Consortium in Uttar Pradesh and was selected as a Mentor Institute with funding support in 2023. The university ranked among the top 50 in the NIRF-Innovation Ranking 2023 and actively participates in KAPILA, having adopted the National Innovation and Startup Policy (NISP). The YUKTI Portal has received over 2000 idea submissions. The Galgotias Incubation Centre (GICRISE) supports 100+ startups, with mentorship from a network of 150+ alumni entrepreneurs.

## Research and Development Cell (R & D Cell)

The Research and Development Cell fosters a globally recognized academic environment for research, consultancy, and innovation. It coordinates research activities in collaboration with industries, providing facilities to promote development across all departments. The R&D Cell's mission is to enhance research practices, solve research-based problems, and develop innovative approaches. Key functions include developing research policies, regulating consultancy projects, and supporting faculty with seed grants. The R&D Cell nurtures research through academic programs, national funding, and global collaborations, focusing on advanced materials, biomedical engineering, clean energy, computational biology, intelligent systems, and more. Students and staff benefit from a vibrant interdisciplinary research environment and strong research culture.

## Research Facilities

The university is equipped with advanced research laboratories and workshops. Central facilities include the Central Workshop, Central Library, and Computer Centre. The Central Library houses over 2,00,000 books, periodicals, and literature, while the Computer Centre offers high-end networked computing facilities. The university maintains research collaborations with leading global universities. Key research areas include advanced materials, AI, machine learning, biomedical engineering, clean energy, computational biology, intelligent systems, micro-nanotechnology, and wireless communication. Students engage in cutting-edge projects, contributing to advancements in these fields.

## Objectives of R&D cell

- Promoting research among faculty and enhancing the quality and dissemination of research.
- Supporting researchers in developing research facilities, centers, and chairs.
- Informing faculty about new and existing financing initiatives.

### **Support from R&D cell**

The following support is provided to students and faculty:

- Patent drafting workshops
- Patent attorney support
- Project mentoring committee for guidance
- Seed funding
- Encouragement to participate in competitions
- Social innovation awareness
- Business plan preparation based on innovation

### **Incubation Centre**

The centre provides pre-incubation support, business idea validation, product development assistance, training, and networking. Additional support includes loan assistance, legal and IPR aid, product marketing, commercialization support, and post-graduation support. The centre also organizes technology exhibitions, awareness camps, and entrepreneurial development programs.

#### **Incubation Process:**

- Pre-Incubation support
- Business idea preparation and validation.
- Signing of MoU with Incubator
- Support for Product development/improvement
- Training and networking
- Loan assistance from Banks/Seed money, Legal and IPR support, Product marketing and commercialization support.
- Technology exhibition, awareness camp and entrepreneurial development plan.
- Support after graduation from the incubator.
- Management capacity development program

### **Professional Societies**

Galgotias University is affiliated with professional bodies such as IEEE, ASHRAE, and ASCE. Students are encouraged to join these societies to stay updated on evolving technical challenges. Professional chapters organize regular programs including personality development, quizzes, and short-term courses to enhance students' skills and knowledge.

## LIBRARY

The library at Galgotias University is a source of pride for the Institute and an essential component of its outstanding research and education mission. It serves as a creative and innovative partner in the Institute's teaching, learning, scholarship, and research activities. The library is the most active location on campus, offering an environment conducive to learning, knowledge advancement, discovery, and scholarship.

**Working Hours**

- **Regular Days:**
  - o Library: 8:00 A.M. to 8:00 P.M.
  - o Issue/Return Counters: 8:00 A.M. to 7:00 P.M.
- **Sundays**
  - o Library: 9:00 A.M. to 5:00 P.M.
  - o Issue/Return Counters: 9:00 A.M. to 4:00 P.M.
- **Examination Periods:**
  - o Library extends opening hours up to midnight.
- **Hostel Library Reading Hall:**
  - o Open throughout the week from 6:00 P.M. to 6:00 A.M.

**Note:** The Library is open on all days except government-declared holidays.

**Borrowing Privileges**

Item Category	Borrowers Type	No. of Books	Loan Period
Print Books	Faculty Members	6	One Semester
	Non-Teaching Staff	4	One Semester
	Research Scholar	6	1 Month
	PG Students	6	14 Days
	UG Students	4	14 Days
Non-Book Materials	Faculty	2	2 Days
	Students	2	2 Days

**General Library Rules and Regulations**

1. Library patrons must always carry their ID cards when visiting the library. Students who fail to produce their ID cards may not be permitted to use the library facilities.
2. All students and research scholars visiting the library must deposit their belongings and bags at the property/belongings counter.
3. Bringing eatables and beverages into the library is strictly prohibited.
4. Silence must be maintained inside the library.
  - a) Engaging in discussions, conversations, or group study within the reading area is strictly prohibited.
5. All users must show all books, papers, folders, etc., in their possession before exiting the library.
6. Users should not mark, cut, deface, mutilate, or damage library books and other resources. Anyone found doing so will be charged the **full replacement cost** of the book or resource.
7. Books borrowed should be protected from rain, dust, insects, etc.
8. The library reserves the right to call back any issued books/items at any time.

9. Books, journals, etc., taken for reading from the shelves should be left on the nearest table if not required for reference. Students should not attempt to re-shelve the books themselves.
10. An overdue charge of **Rs.5/-** per book per day will be applied after the due date.
11. Mobile phones must be kept on silent mode or switched off in the library reading halls to maintain a dignified silence.
12. Computer terminals should be used solely for educational purposes.
13. All users must strictly adhere to copyright law when making copies of library materials.

**Library Collection**

The Library contributes to Galgotias University's mission of becoming a world-class university by housing a rapidly growing collection in both digital and print formats and using cutting-edge technology. The library's collection is rich and diverse, offering extensive coverage across various subjects, including:

- Communication Technology
- Computer Science
- Electronics
- Information Technology
- Medical and Allied Sciences
- Humanities
- Social Sciences
- Management
- Law and related fields

The collection includes books, e-books, digital books, research journals, e-databases, conference proceedings, project reports, standards, CDs, and other materials. By continuously expanding its collection and utilizing state-of-the-art facilities, the Library supports the University's goal of achieving excellence in teaching, learning, research, and scholarship.





**Subscribed E-databases**

GU e-Library Portal (<https://galgotiasuniversity.refread.com/#/home>)

The e-Library Portal, operating on the KNIMBUS platform, is a one-stop solution for you to access information online off-campus remotely. This ensures that students, faculty, and researchers can utilize the library's extensive digital collection effortlessly, enhancing the ease and efficiency of accessing necessary academic resources. **Work in progress**

		<p>The EBC Reader Platinum Edition gives access to approximately 1000 volumes of eBooks, Bare Acts, Commentaries, Digests, and what not, at a fraction of the cost of maintaining a physical library. The EBC Reader Platinum Edition annual subscription will save you time, money, and the space of maintaining a big library. Avid readers are likely to collect a lot of books which in turn can be very expensive.</p>
		<p>The largest repository of verified, editorially enhanced, admissible in court legal data; comprehensive coverage of all Indian and over 14 International Courts; Analytics, visualisations, integrated citations, news alerts, and behavioural blueprints of judges and lawyers</p>
		<p>All India Reporter:- AIR is a Pan-India Law Reports publication with a long history of firsts. Under the AIR banner, the AIR Manual series, Digests on various topics, and the most exhaustive and well-researched Commentaries on various acts have all been published.</p>
		<p>LexisNexis is a global leader in the delivery of content-enabled workflow solutions to professionals in the legal, risk management, corporate, government, law enforcement, accounting, and academic markets</p>
		<p>SCC Online provides authentic and dependable legal information in the form of Legal Commentaries, Statutory Law, and Law Reports. Supreme Court Cases (SCC) is the Supreme Court of India's most cited law report</p>
		<p>Business Cases brings business to life, inspiring users to develop their own best practices and to prepare for professional success. Our editorially curated collection covers emerging and underserved topics, moving beyond the typical boardroom to represent a diverse and global business environment to practically demonstrate how theories are applied in real organizations.</p>

		<p>Emerald Publishing is one of the world's leading digital first publishers, commissioning, curating and showcasing research that can make a real difference. We work with thousands of universities and business schools across the world to share knowledge and provoke the kind of debate that leads to positive change. We are a family business passionate about people and doing things differently.</p>
		<p>Business Source Elite includes rigorous curation and indexing of open access (OA) journals, which has resulted in a growing collection of 1,507 active global OA journals. Once validated and certified for inclusion, these OA journals are treated with high-quality subject indexing and sophisticated, precise/accurate full-text linking.</p>
		<p>Resource sharing – Inter Library Loan Service          DELNET - Developing library Network          DELNET has been established with the prime objective of promoting resource sharing among the libraries through the development of a network of libraries. GU Library is a member of DELNET, and it has access to resources for borrowing books from libraries, getting photocopies of articles, and sharing research and reference resources among institutional members of DELNET through the provision of Interlibrary Loan.</p>
		<p>EBSCO eBooks Academic Collection contains over 180000 thousand of e-books on a wide range of academic subjects, including business and economics, education, language arts and disciplines, political science, religion, literary criticism, medical science, social science, philosophy, technology, engineering, and world history, among others.</p>
		<p>J-Gate is an electronic portal to the world's e-journal literature. J-Gate, which was launched in 2001 by Informatics India Limited, provides seamless access to millions of journal articles available online from 12,847 publishers. It currently has a massive database of journal literature, indexed from 59,538 e-journals, with links to full text at publisher sites.</p>
		<p>IEEE ASPP:- The Institute of Electrical and Electronics Engineers (IEEE) is a professional association for electronic engineering and electrical engineering and associated disciplines. It offers journals in Electrical, Electronics, Computer Science and IT</p>
		<p>Scopus is Elsevier's abstract and citation database launched in 2004. Scopus covers nearly 36,377 titles from approximately 11,678 publishers, of which 34,346 are peer-reviewed journals in top-level subject fields: life sciences, social sciences, physical sciences and health sciences.</p>
		<p>Access to knowledge offers researchers and learners an opportunity to discover the motivation and inspiration vital to making a positive contribution in not only their own lives, but the rest of the world. That's why Gale provides libraries with original and curated content, as well as the modern research tools that are crucial in connecting libraries to end-users, and end-users to libraries.</p>
		<p>Turnitin is a widely used plagiarism detection service. It checks the originality of submitted documents by comparing them against a vast database of academic papers, web content, and other student submissions. Turnitin scans submitted documents for similarities to its extensive database of academic content, web pages, and previous student papers to identify potential plagiarism.</p>
		<p>HeinOnline is a premier online research platform that provides more than 204 million pages of multidisciplinary periodicals, essential government documents, international resources, case law. HeinOnline is widely used by legal professionals, scholars, and researchers due to its comprehensive and reliable collection of legal and government documents.</p>

		<p>JSTOR is indeed a vital resource for academic research, offering a vast and reliable archive of scholarly content. It provides a wide range of academic content, including journal articles, books, and primary sources across various disciplines.</p>
		<p>Indiastat.com provides accurate and possibly the most comprehensive compilation of secondary level socioeconomic statistical information about India and its states on a variety of socioeconomic parameters. Indiastat.com houses all of the statistical data available on its 56 affiliated websites.</p>

**Library Mobile App**

Get the m-Library App from the Google Play Store or the Apple App Store.

Galgotias University e-Library gives users access to thousands of eBooks, Journals, Articles, and Videos from anywhere across the globe.

**Digital Library**

The university has a well-equipped digital library consisting of 60 Multimedia systems. All of these systems have Internet access via a 100 MBPS leased line. High-speed Richo Network printers are available in the Library for scanning and printing.

**Institutional Repository - GU@IR**

URL: <http://103.47.12.35/>



The Institutional Repository (IR) offers metadata for various Galgotias University publications, including project reports, dissertations, theses, faculty publications, question banks, and syllabi. Additionally, it provides access to digital resources such as e-books, e-journals, and materials from both subscribed and open resources.

**Library Services**

The University Library provides the following services to its clientele:

- Orientation Program
- Information Literacy
- User Education
- Reference and Information Service
- Electronic Database and Online Journals
- Digital Archiving
- Web OPAC (Online Public Access Catalogue)
- Current Awareness Service
- Lending Service
- Self-Check Service
- Reprographic Service
- Institutional Repository
- Library App
- Remote Access (Refread)
- Research Support
- Plagiarism Check – Turnitin
- Library Workshops/Conferences/Seminars
- Book Exhibitions
- Newsletter
- Author Talks

**Library Management System**

The Library is using KOHA (ILS) Integrated Library Management Software.

**WebOPAC**

KOHA includes a fully functional Online Public Access Catalog (OPAC) that is available 24 X 7. OPAC users can conduct searches beginning with ten fields (Keyword, Subject, Title, Class, Barcode, author, publisher, etc.). Through Web OPAC account log-in, the user can easily check the items borrowed from the library based on his/her name, due date, fine, and so on. (with in Campus 10.10.10.20)(103.47.12.45 across the globe)

**RFID System**

To save your time the Library has implemented the RFID system, which automates the process of issuing and returning and keeps a real-time record of transactions.



## Library Facebook Page

The Library has established a Facebook page (Galgotias University Library) to reach out to the University community, where you will receive all important announcements and notifications with respect to the library.

## Library Webpage

On the University's official website, you will find a link to the Library Webpage, which is useful for getting the most up-to-date information about the Library's resources, services, and activities.

## Open Access Resources

### • Online Courses

- |                                       |                       |                          |
|---------------------------------------|-----------------------|--------------------------|
| o Swayam                              | o UG/PG MOOCs         | o e-PG Pathshala         |
| o e-Content courseware in UG subjects | o MIT Open Courseware | o NPTEL                  |
| o Infoport                            | o IEEE online courses | o Harvard online courses |

### • E-Journals

- |                                     |                              |                                |
|-------------------------------------|------------------------------|--------------------------------|
| o Oxford Open                       | o Cambridge University Press | o Taylor & Francis Open Access |
| o Directory of Open Access Journals | o Science Direct Open Access | o Wiley Open Access Journals   |
| o e-Shodh Sindhu                    | o Springer Open Journals     |                                |

### • Digital library

- |                |           |            |                  |
|----------------|-----------|------------|------------------|
| o A-VIEW       | o E-Kalpa | o e-Yantra | o Project Euclid |
| o Virtual Labs | o FOSSEE  | o ILOSTAT  | o Vidwan         |

### • E-Books

- |                                  |                    |                         |
|----------------------------------|--------------------|-------------------------|
| o Directory of Open Access Books | o Springer e-books | o Open Textbook Library |
|----------------------------------|--------------------|-------------------------|

## Theses and Dissertations

1. E-Shodhganga – Indian Theses
2. Networked Digital Library of Theses and Dissertations (NDLTD)
3. Open Access Thesis & Dissertations
  - a) Member of National Digital Library, an MHRD initiative, with lakhs of online documents more than 12,000 faculty members, students and other staff members are registered with it.
  - b) Maintaining the Institutional Repository (Dspace) ie. The management & dissemination of digital material created by Galgotias University and its community members. It also includes digital assets like datasets, administrative documents, course notes, learning objects, conference proceedings etc.
  - c) NPTEL (National Program in Technology Enhanced Learning) a project initiated by MHRD for creating course contents in Engineering & Science disciplines through Web & Video Courses and indexing all courses through keyword searching.
  - d) VIDWAN, a premier database of profile of Scientists/Researcher and other faculty members working at leading Academic Institutions & other R&D organizations involved in Teaching & Research in India. It provides important information about Experts' Background, Contact Address, Experience, Scholarly Publication, Skills, and Accomplishments, research Identity etc.
  - e) MOOC (Massive Open Online Courses) aimed at unlimited participation & open access via the web, it emerged as popular mode of learning and provides interactive courses with user forums to support community interactions among students and professors with immediate feedback to quick quizzes and assignments and promote reuse & remixing of resources.
  - f) E Shodh Sindhu has negotiated rates of subscription for more than 85 e-resources. Negotiated rates of these resources are available on e-SS portal, we are registered with ESS and can get the ESS negotiated price.
  - g) Shodh Ganga, a reservoir of Indian theses provides a platform for research students a deposit their PhD theses and make it available to the entire scholarly community in open access.
  - h) Shodh Shudhi Based on the recommendation of Sub-Committee, National Steering Committee (NSC) of e-Shodh Sindhu, The Ministry of Education, Govt. of India has initiated a program "ShodhShuddhi" which provides access to Plagiarism Detection Software (PDS) to all universities/Institutions in India since Sept 1, 2019.

## CAREER PLANNING AND DEVELOPMENT DIVISION (CPDD)

Career Planning & Development Division (CPDD) looks after corporate relations, career guidance and placements of the students. It plays a major role in liaising with industrial establishments and manufacturing units for curriculum-based training, placements, guest lectures and skill development programs.

The division is committed to providing ample opportunities to the graduates of the University, so they may secure employment in multi-national companies and other reputed organizations. CPDD not only provides placement opportunities, but also lays emphasis on preparing the students for coping with challenges of the industry.

CPDD is rigorously involved in collaborating with leading organizations for conducting internships, placements and training programs. It acts as an interface among students, alumni, and the employment community and bridges the gap between industry and academia.

### Structure and Functions

Career Planning & Development Division (CPDD) has been divided in three different departments to serve its purpose:

- a) Career Guidance Department.
- b) Training Department.
- c) Placement Department.

### Career Guidance Department

Campus to Corporate – The whole session is how students make a transition from college life to corporate climate and to help them deal with a range of new challenges in an accountable, professional and credible manner. The session focuses on

- Provides counselling sessions to address students' educational and career-related needs.
- Provides guidance with regards to higher-studies.
- Provides training and guidance to prepare graduates for job placements, including resume building, interview preparation etc.
- Educates students on the concept of career management as a lifelong process.
- Help students and graduates make informed decisions and aid career planning.
- Help students understand the impact of technological trends on career opportunities.
- Encourage students to develop self-confidence and independence in their career planning
- Increase students' awareness of the various opportunities available after graduation, including higher studies and career options

### Training Department

- Conducts tests assessing english language, quantitative aptitude, and reasoning skills for students.
- Assesses presentation skills, group discussion abilities, and performance in personal interviews of the students.
- Provides feedback and guidance to enhance students communication skills.
- Provides counselling sessions on stress and time management.
- Organizes and conducts regular mock online tests and Interviews.
- Discusses the performance parameters with industry experts after the mocks and provide advice to students.

### Placement Department

CPDD is rigorously involved in collaborating with leading organizations in organizing internship and placement activities for the students. It acts as an interface among students, alumni and employment community and bridges the gap between industry and academia.

- Establishes and maintains strong relationships with various industries.
- Establishes MoU's with top-tier companies to secure academic partnerships and placement opportunities.
- Connects students and faculty with industrial experts and organizations.
- Encourage industry representatives to visit the institution to familiarize themselves with the academic environment.
- Conducts Industrial visits for students.
- Arranges corporate-student engagement activities
- Create job opportunities for students by inviting companies for on-campus recruitment drives.

### Rules and Guidelines

- All students interested in appearing for placement (on/off campus) drives must be registered with the Career Planning & Development Division (CPDD).
- It is the students' responsibility to ensure that their data with the CPDD office is correct, including marks & percentages, backlog status, email ID, and contact number.
- Students must ensure they meet the eligibility criteria of the company before appearing for any placement drive. Providing false information about marks or backlog at the time of campus recruitment is a LEVEL 3 offence, resulting in three black dots and revocation of the current job offer by the company.
- All announcements regarding CPDD activities, schedules and other day to day notices will be sent via email to student placement coordinators. Circulation of these notices among respective mail groups will be considered as an official mean of communication between CPDD and the students. The students are advised to check their email and placement groups frequently for all CPDD related updates.
- CPDD publishes the list of eligible students or opens registration form before any placement drive. It is mandatory for all the eligible/registered students to attend the drive, skipping the drive without prior written information will be considered as a LEVEL 1 offence and the student will be awarded one black dot.
- Usage of cell phones/laptops, ringing of cell phones, talking or walking out during the PPT (Pre-Placement Talk) is prohibited.
- Students must follow the schedule of the placement drives. Students reporting late will be sent back and will not be allowed to attend the drive.
- Students must be present at the seminar hall/auditorium during the announcement of shortlisting for the next round. Failing to do so without prior information, the student will not be considered for the next round.
- Once the student has attended the first round and is shortlisted for further rounds, they must appear for all the remaining rounds of the recruitment process. Students found unavailable from the venue without prior information and permission will be considered as LEVEL 2 offender and will be awarded two black dots.
- Students must maintain the highest level of decorum and discipline during on/off campus placement activities. Misbehaviour with company staff, CPDD staff, student coordinators, or participating students will result in disciplinary action, with black dots awarded according to the level of misconduct.
- If a student receives one black-dot as punishment and receives another for any other disciplinary action, the number of black-dots will be added.
- In the above scenario, Black dots will not be removed under any circumstances and will always be carried forward.
- Students must follow the dress code before attending any recruitment drive. Students not found in prescribed dress code will be sent back from the venue and will not be allowed to attend the drive.

Dress Code	
Sky Blue Shirt	Sky Blue Shirt/Kurtas
Black trouser	Black trouser/bottoms/skirt
Black tie	Black blazer/Summer suit/business suit
Black blazer/Summer suit/business suit	Black formal leather shoes/ bellies/ black socks
Black formal leather shoes/ black socks	Black Belt
Black Belt	Tied hair
Black Belt	Tied hair

## Black dots

Level of offence	Black Dot Award	Result
LEVEL 1	Black Dot 1(*)	Warning
LEVEL 2	Black Dot 2(**)	Debarred from next 2 companies.
LEVEL 3	Black Dot 3(***)	Debarred from next 3 companies. Recommendation to deduct 25% GP Marks.
LEVEL 4	Black Dot 4(****)	Debarred from placements for the entire session. Recommendation to deduct 50% GP Marks

*Any concern or query regarding placement process can be asked from CPDD office ensuring a formal channel of communication and grievance redressal via email. The same information can also be obtained by visiting CPDD office.*

# DISCIPLINE

Galgotias University is committed to fostering an environment of academic excellence, respect, and safety. Students are expected to uphold the University's standards and abide by its rules and regulations. Disciplinary infractions include, but are not limited to, acts of violence, threats, intimidation, theft, damage, or misuse of university property. Violations also encompass misconduct that threatens the physical or mental health of community members. Upon admission, students must sign a declaration submitting to the disciplinary jurisdiction of the Vice Chancellor and other authorities. Penalties for infractions may include expulsion, rustication, fines, conduct probation, exam debarment, result cancellation, and withholding of grade cards or degrees. The disciplinary committee investigates incidents and recommends appropriate actions. The University aims for a rational and orderly resolution of conflicts, maintaining liaison with relevant authorities to ensure law and order on campus.

## Behavioural Guidelines and Safety Procedures

To maintain a positive and respectful learning environment, students are expected to adhere to the following behavioural guidelines:

- 1. Respect and Civility:**
  - a. Treat all members of the university community with respect and courtesy.
  - b. Use appropriate language and behaviour in all interactions, including written communication.
- 2. Academic Integrity:**
  - a. Uphold the principles of academic honesty and integrity.
  - b. Avoid plagiarism, cheating, and any form of academic misconduct.
- 3. Classroom Conduct:**
  - a. Attend all classes punctually and be prepared to participate actively.
  - b. Refrain from disruptive behaviour, including using mobile phones or other electronic devices without permission.
  - c. Respect the instructor's authority and follow their guidelines for classroom conduct.
- 4. Dress Code:**
  - a. Dress appropriately for the academic setting, following any specific dress codes set by the university or individual departments.
- 5. Use of University Resources:**
  - a. Use university facilities, equipment, and resources responsibly.
  - b. Follow all guidelines for the use of libraries, laboratories, and common areas.
- 6. Harassment and Discrimination:**
  - a. Do not engage in any form of harassment, discrimination, or bullying.
  - b. Report any incidents of harassment or discrimination to the appropriate university authorities.
- 7. Alcohol and Substance Use:**
  - a. Abide by the university's policies regarding alcohol and substance use.
  - b. Avoid the use of alcohol or illegal substances on campus or during university-sponsored events.
  - c. Report any hazardous conditions or safety concerns to university staff immediately.
- 8. Privacy and Confidentiality:**
  - a. Respect the privacy and confidentiality of others.
  - b. Do not share personal information or academic records without consent.

### 9. Technology Use:

- a. Use university technology and network resources responsibly.
- b. Follow the university's policies on acceptable use of information technology.

### 10. Conflict Resolution:

- a. Address conflicts or disputes through appropriate channels and in a respectful manner.

### 11. Community Engagement:

- a. Contribute positively to the university community and participate in campus activities.
- b. Respect university property and the surrounding community.

### 12. Compliance with Laws and Policies:

- a. Comply with all university policies, as well as local, state, and laws of the land.

Be aware of and adhere to the university's code of conduct.

## Safety Procedures

### Introduction

This mandate enforces the safe and effective use of laboratory facilities by outlining safety procedures and guidelines. It specifies the precautions and rules students and faculty must follow while using the laboratory.

### Laboratory Safety Guidelines

Students and faculty must adhere to the following safety guidelines at all times, which are categorized as follows:

- Personal Safety
- General Laboratory Safety
- Electrical Safety
- Chemical Safety
- Mechanical Safety

The laboratory in-charge and assistants are responsible for ensuring these guidelines are strictly followed by all laboratory users.

### Personal Safety

- Every student must know the emergency contact number to call in case of an emergency. The emergency contact number is displayed on the laboratory notice board.
- Carelessness in handling lab equipment is strictly prohibited.
- Unauthorized experiments are not allowed and may result in punishment and/or loss of lab privileges.
- No one is allowed to work alone in a laboratory.
- Safety glasses and masks must be used when working with hazardous materials and/or equipment.
- Gloves must be worn when handling hazardous or toxic agents.
- Appropriate clothing should be worn when working with machines, and shoes should be worn when near machinery.
- No equipment should be used without proper training or approval from the laboratory in-charge.
- Long hair must be tied back to avoid entanglement in machinery.
- All accidents, no matter how minor, must be reported to the laboratory in-charge immediately.
- The location and usage of all safety equipment (e.g., eyewash stations, fire extinguishers, fire blankets, safety showers, spill kits, etc.) should be demonstrated and explained.

### General Laboratory Safety

- The aisles should be kept clear.
- The unobstructed access to all exits, fire extinguishers, electrical panels, emergency showers, and eyewashes should be maintained at all times.
- Corridors should not be used for storage or work areas.
- All ignition sources should be turned off and the doors should be locked while leaving the lab unattended.
- Heavy items should not be stored above table height. Any overhead storage of supplies on top of cabinets should be limited to lightweight items only. A 36" diameter area around all fire sprinkler heads must be kept clear at all times.

- Spills should be cleaned up immediately.
- Care should be exercised while lifting heavy objects. Unnecessary bending, twisting, and reaching out should be avoided.

### **Electrical Safety**

- Electrical equipment must be Ground Fault Circuit Interrupter (GFCI)-Protected (i.e. "grounded") when used near any water source. If water or fluid is spilled in or around electrical equipment, the circuit breaker should be shut off first and then the equipment should be unplugged before cleaning up the spill.
- A 36" unobstructed access to all electrical panels should be maintained
- Use of extension cords should be avoided whenever possible and if still required, heavy-duty cord that is electrically grounded, with own fuse, and installed safely should be used. Extension cords should not go under the doors, across aisles, be hung from the ceiling, or plugged into other extension cords.

### **Mechanical Safety**

- When using compressed air, only approved nozzles should be used and the air should never be directed towards any person.
- Guards on machinery must be in place during operation.
- Care should be exercised when working with or near hydraulically or pneumatically-driven equipment. Sudden or unexpected motion can cause serious injury.
- Care should be exercised while using gear machinery.
- Lubricants should be used carefully and laboratory area should be cleaned to avoid slippage or falling.

### **Chemical Safety**

- All chemicals should be clearly and currently labeled with the substance name, concentration, date and name of the individual responsible.
- All chemical storage rules must be observed at all times. All chemicals must remain closed until used.
- All pressurized containers (e.g. gas cylinders) should be moved and installed only by staff personnel.
- All gas cylinders should be secured with two welded chain links and should be labeled to show nature of ingredients and degree of hazard.
- Volatile and flammable compounds should be used only in a fume hood. Procedure that produces aerosols should be performed in a hood to prevent inhalation of hazardous material. The fan should be on at all times when using a fume hood. Fume hoods should not be used for storage.
- Clean up of large spills should not be performed by students. Laboratory in charge should supervise such clean ups with laboratory assistants.

## **Disciplinary Offences**

### **Category – I**

Disciplinary offences in this category shall be reviewed as acts of serious breach of discipline. The University has a zero-tolerance policy regarding these acts. Indulging in or participating in any of the following activities shall lead to permanent rustication from the university, including expulsion from the hostel.

1. Theft, Property Damage, and Vandalism: These includes theft or embezzlement of, damage to, destruction of the University property.
2. Disruptive Behaviour: Wilfully disrupting university events; participating in a campus demonstration that disrupts the normal operations of the university and infringe on others' rights; leading or inciting others to disrupt university activities; engaging in intentional obstruction that interferes with freedom of movement, using unauthorized sound amplification; causing noise that disturbs university activities.
3. Unauthorized Reels and Social Media Uploads: Making unauthorized reels on campus and uploading them on social media is strictly prohibited. Violation of this rule will result in disciplinary action
4. Rioting: Engaging in, or inciting others to engage in, harmful or destructive behaviour in the context of an assembly of persons disturbing the peace on campus, or nearby areas, especially if linked to university events. Rioting includes violence, property damage, impeding emergency services, or defying authorities.
5. Instigating or participating in strikes on campus.
6. Associating or liaising with external political, antisocial, or criminal elements with the intent to disrupt university activities.

7. Engaging in impersonation during exams
8. Use/Possession of Firearms/Weapons on campus, or bringing an outsider who carries them.
9. Misbehaving while on internship or summer training.
10. Engaging in ragging of any kind.
11. Forging Documents: Forging of Hall Tickets, Tampering with Results, falsifying attendance.

### Category - II

The following acts of indiscipline are punishable with suspension, and rustication from the hostel, imposition of a fine, placement on conduct, probation for a specified period, debarred from taking a university examination for one or more year.

1. Scholastic Dishonesty: Plagiarising; cheating on assignments or examinations; engaging in unauthorised collaboration using test materials without permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records fabricating data, or any similar academic misconduct.
2. Disruptive Classroom Conduct: Engaging in behaviour that substantially or repeatedly interrupts either the instructor's ability to teach or student learning.
3. Falsification: Wilfully providing false, misleading, or incomplete information to university officials; forging or altering university records misusing, altering, forging, falsifying, or transferring to another person university-issued identification; or intentionally making a false report of a bomb, fire, natural disaster, or other emergency to a university official or an emergency service agency.
4. Refusal to Identify and Comply: Refusing to or falsely identifying one's self to comply with a proper order or summons when requested by an authorised University official.
5. Attempt to Injure or Defraud: Attempt to injure forging, printing, reproducing, copying, or altering any record maintained by the University
6. Disorderly Conduct: Engaging in conduct that incites or threatens to incite an assault or breach of the peace; breaching the peace; obstructing or disrupting teaching, research, administrative, or public service functions; or obstructing or disrupting disciplinary procedures or authorised university activities. It also includes misbehaving with lady faculty, students & staff.
7. Unauthorised Use of University Facilities and Services: Wrongfully using university properties or facilities, misusing emergency equipment, or fraudulently obtaining goods, services, or funds.
8. Smoking, use of narcotics, possession and consumption of alcoholic beverages or gambling

### Disciplinary Actions for Breach of Discipline

1. Conduct Probation: Placement on conduct probation for a specified period.
2. Fines: Imposition of a monetary penalty.
3. Rustication: Temporary suspension for a specified period during which the student is not allowed to attend classes until the suspension period expires.
4. Expulsion: Permanent removal from the University with no possibility of re-admission.
5. Exam Debarment: Prohibition from taking one or more University examinations for one or more years.
6. Result Cancellation: Cancellation of the results of any examinations the student has already taken.
7. Withholding Grades/Degree: Withholding the issuance of grade cards or degrees if disciplinary proceedings are ongoing against the student.

Disciplinary offenses falling under categories I to II may result in any of the above penalties based on the recommendation of the disciplinary committee.

### Responsibility for Maintenance of Discipline

1. The dean or head of a department, constituent unit, or center, as well as the authorities of university hostels and security, shall take immediate action upon receiving information about acts of indiscipline, misbehaviour, or misconduct, and will inform the Dean of Students Welfare.
2. The dean of students welfare may also initiate an inquiry into any incident of indiscipline, misconduct, or misbehaviour and report the identities of those involved and the nature of the incident to the vice chancellor. The dean may, if necessary, involve the chief proctor in the matter.
3. The dean of students welfare and/or the chief proctor may contact the guardians/parents of the students if their



assistance is considered necessary.

4. After investigating the matter, the dean of students welfare shall submit an initial report to the vice chancellor, identifying the students involved in acts of gross indiscipline, misbehaviour, and misconduct. The dean will refer the matter to the students disciplinary committee with the vice chancellor's approval.
5. If deemed necessary by the dean of students welfare, and with the vice chancellor's approval, the involved students may be suspended until the disciplinary committee's report is received, reviewed, and a final decision is made by the vice chancellor.

## Disciplinary Committee

S. No.	Name	Designation	eMail ID
1	Dr. Sanjeev Kumar	Chairperson	dean.sbs@galgotiasuniversity.edu.in
2	Dr. A. Ram Pandey	Member	aram.pandey@galgotiasuniversity.edu.in
3	Dr. V. D. S. Baghela	Member	vishwadeepak.baghela@galgotiasuniversity.edu.in
4	Dr. Deepak Soni	Member	hod.doce@galgotiasuniversity.edu.in
5	Dr. Divya Tripathy	Member	divya.tripathy@galgotiasuniversity.edu.in
6	Dr. Vinny Sharma	Member	vinny.sharma@galgotiasuniversity.edu.in
7	Mr. Anoop Tripathi	Member	anoopkumar@galgotiasuniversity.edu.in
8	Dr. P. K. S. Nain	Member Scretary	pawan.kuamr@galgotiasuniversity.edu.in

## Functions of the Disciplinary Committee

The Disciplinary Committee shall perform the following functions:

- Maintenance of Discipline: Address matters concerning the maintenance of discipline among students within the University.
- Inquiry and Reporting: Investigate acts of indiscipline or misconduct committed by students, submit findings, conclusions, and recommendations for appropriate punishment to the Vice Chancellor or an authorized representative.
- Supervision and Monitoring: Oversee and ensure that discipline is consistently maintained on campus.
- Preventive Measures: Take preventive and precautionary steps such as issuing notices, warnings, and instructions to forestall acts of individual or collective indiscipline, misconduct, or ragging.
- Liaison with Authorities: Maintain communication with police authorities, government departments, neighbouring institutions, and relevant University authorities to ensure law and order on campus.
- Additional Functions: Perform other functions as assigned by the Vice Chancellor from time to time.

The decision in each case, including any penalties imposed, shall be conveyed to the students by the Dean of Students Welfare after approval of the recommendations by the Vice Chancellor.

## Disciplinary Authorities and Their Powers

All powers for maintenance and enforcement of discipline among the students and taking disciplinary action against the students of the University shall vest in the Vice Chancellor.

The Vice Chancellor may delegate all or any such of his/her powers, as he deems proper, to such other officer(s) and authorities of the University as he/she may specify on his/her behalf.

## Appeals and Review

1. Students who are aggrieved by the decision of the Vice Chancellor may appeal to the Chancellor for a review within 30 days of the date of communication of the decision. The Chancellor will consider the appeal while adhering to the principles of natural justice.
2. If the Chancellor is satisfied that the matter should be reviewed, the appeal may be referred back to the Vice Chancellor or the Student Discipline Committee. The decision taken by the Chancellor on the appeal shall be final.

### Procedures for handling minor offences

A minor offence is one that is not serious enough to warrant major disciplinary action but cannot be ignored.

1. For the first minor offence, the student will receive a Recorded Warning (RW-I), which will be documented by the Dean and communicated to the student. This warning will be recorded in the student's personal file.
2. If a student receives three Recorded Warnings (RW-I, RW-II, and RW-III) for similar or different minor offences, it indicates habitual indiscipline. This will then be treated as a major offence and reported to the Dean of Student Welfare for further action according to the regulations.
3. Minor offences can be assessed and reported to the dean by any of the following:
  - a. Faculty/program chair
  - b. Technical support staff/non-teaching staff
  - c. Bus in-charge through registrar office
  - d. Security in-charge
  - e. Any other branch officer of the university
4. The concerned dean or head of department will decide whether the offence is minor or major. If it is deemed a major offence, it will be reported to the dean of student welfare. If it is considered a minor offence, action will be taken as outlined above.
6. The concerned schools will maintain records of minor offences and warnings.

### **Grievance Redressal**

Galgotias University has established a mechanism to address students' grievances related to both academic and non-academic matters, including issues such as assessment, victimization, attendance, fees, examinations, and harassment by fellow students or teachers.

#### **Objectives of Grievance Redressal Committee**

The aim of the grievance redressal committee is to ensure a speedy response and accountability to the students of Galgotias University. The objectives are as under:

- Maintain harmonious student-student and faculty-student relationships.
- Create an environment where students can freely express grievances without fear of discrimination or victimization.
- Counsel students to avoid provoking their peers against the faculty and staff of the University.
- Although anti-ragging committees are in place, students may also report incidents of ragging to these committees to ensure swift action and protection.

Ragging in any form is strictly prohibited both inside and outside the University and should be immediately reported to university authorities.

#### **Jurisdiction of the Committee**

The committee addresses written student grievances related to the following:

- Academic Matters – Issues related to marks, grade cards and other examination related matters, transfer certificate etc.
- Financial Matters – Issues related to dues and payments
- Administration Matters – Issues related to infrastructure, food, sanitation, transport or victimization
- Harassment and Ragging

#### **Grievance Redressal Committee**

The Vice Chancellor has constituted two levels of Grievance Redressal Committees:

##### **1. School Level/Department Level Grievance Redressal Committee**

- i. Program chair/head of department – chairman
- ii. Two senior faculty members including one lady faculty member – Member
- iii. The concerned faculty mentor – Member
- iv. One administrative staff member – Member

**2. University Level Grievance Redressal Committee**

- i. Pro Vice Chancellor – Chairman
- ii. Dean Student Welfare – Member
- iii. Chief Proctor – Member
- iv. Dean of the Concerned School/Department – Member
- v. Program Chair of the concerned School – Member
- vi. Concerned faculty mentor – Member
- vii. Registrar – Member Secretary

Both committees handle grievances related to academics and administration. Additionally, the University Level Committee also entertains appeals against the decisions made by the School/Department Level Grievance Redressal Committee.

**Procedure for Redressal of Grievance**

- An aggrieved student shall first submit their written complaint to their mentor, who shall resolve the grievance within two days.
- If the mentor is unable to resolve the grievance, they shall forward it to the Chairperson of the School/Department Level Grievance Committee.
- The Chairperson of the School/Departmental Committee shall convene a meeting within two days of receiving the complaint from the faculty mentor or directly from the aggrieved student.
- The Chairperson shall attempt to resolve the grievance within a week of receiving the complaint and the action taken report from the mentor.
- If the student is not satisfied with the solution provided by the school/department level committee, they may appeal to the university level committee within a week, stating the reasons for their dissatisfaction.
- The university level committee shall verify the facts and either endorse the decision of the school level committee or issue an appropriate order within a week of receiving the grievance.
- If the student is not satisfied with the redressal provided by the university level grievance redressal committee, they may submit an appeal to the vice chancellor within a week of receiving the decision, including all relevant details.
- The Vice Chancellor shall review the decision and pass an appropriate order.
- If needed, the Vice Chancellor may recommend necessary corrective actions to avoid the recurrence of similar grievances, and the necessary changes shall be made to the University's rules.
- A fair hearing shall be given to all parties at all levels/committees.
- The principles of natural justice shall be observed, ensuring a fair hearing for the complainant and concerned persons at all levels.
- Relevant provisions of the Act/Regulations shall be considered while passing any order on the grievance, and no order shall contradict these provisions.

# STUDENT REPRESENTATION AND FEEDBACK SYSTEM

## Class Representative

A student is the most important stakeholder and feedback from students is most crucial in improving the academic system. A class Representative is a student selected from a section to represent all the students of the class and collect feedback from the respective class students to raise the concerns/provide suggestions to higher officials at appropriate forums. Class representative officially represents their whole class.

### Class Representative Selection Criteria

CR are selected through class election. One male and one female representative are elected to represent the class.

### Role and Responsibilities of Class Representative

The Class Representative is entrusted with providing unbiased and holistic feedback. The various roles and responsibilities which a Class Representative has to fulfil are stated below:

- Providing information to classmates about various events conducted at the university.
- Managing registrations of classmates in various events in coordination with the Mentor and Academic Coordinator.
- Collecting problems faced by classmates in understanding the subjects and sharing the feedback with the concerned authority (Subject teacher/Academic Coordinator/HOD).
- Collecting concerns related to infrastructure being used during academic learning and sharing the feedback with the concerned authority.
- Collecting feedback from classmates about the scheme of the current semester and sharing the same with the concerned authority.
- Collecting feedback from classmates about the syllabus of subjects undertaken in the current semester and sharing the same with the concerned authority.
- Collecting the concerns from classmates and sharing the same with the concerned authority.

### Member of University Committees

Galgotia's university is committed to ensuring that student voices are heard and represented across various aspects of campus life. To this end, students are actively involved in several key committees, playing a critical role in shaping policies and making decisions that affect the entire academic and residential community. Participation in these committees offers students the opportunity to contribute their unique perspectives, advocate for their peers, and engage directly with faculty and administrative staff to foster a supportive and inclusive campus environment. This inclusive approach ensures that GU remains a vibrant community attentive to the needs and welfare of all its members.

## Feedback

Constructive feedback is the backbone of the dynamic system prevailing in the University as it ensures student satisfaction. Suggestions and feedback are valuable and highly appreciated to make GU a better place, therefore, students are encouraged to share their suggestions and rightful opinions.



### Online Feedback

- Within each semester, three online feedback sessions are conducted, focusing specifically on the teaching and learning environment. These sessions are designed to gather real-time insights into the effectiveness of course delivery and instructional methods. The feedback collected is crucial for making timely adjustments and ensuring that the educational experience meets the needs and expectations of all students. This continuous feedback loop supports a dynamic and responsive academic setting.
- At the conclusion of each course, students are encouraged to complete a course exit survey. This important tool allows them to provide feedback on their learning experience, including the effectiveness of teaching methods, course content, and overall satisfaction. The responses act as an input for the department to continually improve courses and tailor teaching strategies to better meet student needs. The insights gained from these surveys are used not only to enhance the educational experience for future students but also to ensure that curriculum remains relevant and rigorous.

### Offline Feedback

Student can raise their concerns, feedback/grievances, complaints, etc., related to academics and administrative services including the teaching-learning process. Students can give a written request regarding their concern to the appropriate authority, which includes -

- Class Counsellor
- HODs/Deans
- DSW
- Through Suggestion Box

CHAPTER 9

# STUDENT SUPPORT SERVICES

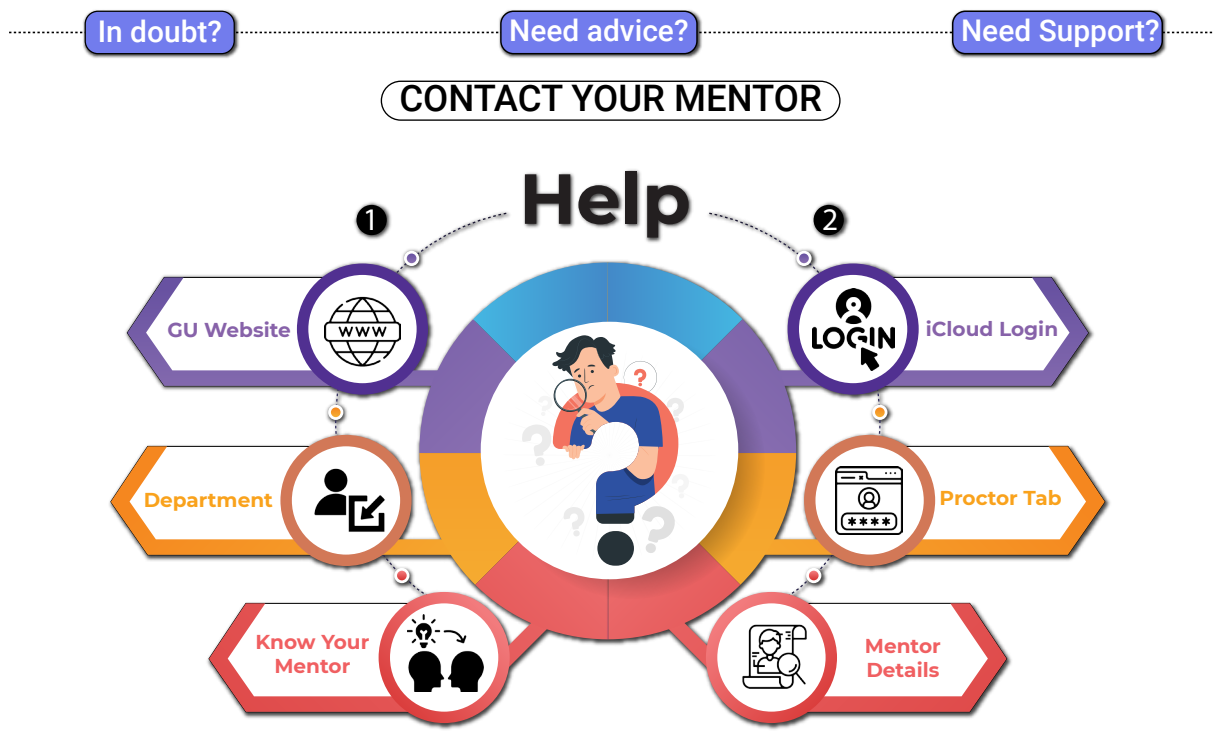
Galgotias University offers a wide range of programs, resources and initiatives to enrich the lives of the students. These services aim to create a supportive and enriching environment for students. The University offers the following services to the students.

## Mentorship Program

A well-rounded student mentoring system at the university level supports mentees in Academic Success, Career Development, and Personal and Social Development. Mentors guide study skills, time management, course navigation, and academic expectations, help with career exploration, resume and cover letter writing, job interview preparation, and professional networking, and assist in adjusting to university life, stress management, self-confidence, and communication skills development.

Each student is assigned a faculty mentor at the start of the academic session, with the pair typically remaining unchanged throughout the program. The DSW oversees the mentorship program, with assistance from the university mentorship coordinator. Mentors report to the HOD/Dean through the departmental mentorship coordinator. Students can find their mentor's contact details by logging into GU iCloud and accessing the Proctor Tab.

Mentors must conduct regular meetings (at least monthly), develop personalized mentoring plans, provide academic guidance, offer career advice, address personal and social concerns, refer students to appropriate resources, and encourage participation in training opportunities. They must maintain confidentiality in all discussions. Mentees are expected to actively participate, set clear goals, work with mentors on achievement plans, communicate openly, and take initiative and responsibility for their learning and development.



DSW: [dsw@galgotiasuniversity.edu.in](mailto:dsw@galgotiasuniversity.edu.in) iCloud: <https://gu.icloudems.com>  
 Chief Proctor: [proctor@galgotiasuniversity.edu.in](mailto:proctor@galgotiasuniversity.edu.in) Website: [www.galgotiasuniversity.edu.in](http://www.galgotiasuniversity.edu.in)

## Medical Services

Our partnership with HCL Healthcare offers comprehensive medical support, including doctor consultations, nursing assistance, and psychological services. This collaboration promotes health and well-being among students and faculty by ensuring accessibility, convenience, continuity of care, and mental health support. HCL Healthcare provides opportunities for cultivating a healthy body and mind both on and off-campus through clinically designed programs that enhance students' academic, emotional, mental, and physical well-being.

### HCL Healthcare

Our partnership with HCL Healthcare has proven successful and offers doctor consultations, nursing support, and psychologist services. This collaboration has fostered a culture of positive health and well-being among students and faculty. HCL focuses on accessibility, convenience, continuity of care, health promotion, and a supportive environment ensures immediate assistance and mental health support. HCL Healthcare aims to build opportunities for cultivating a healthy body and mind on and off-campus. With clinically designed programs, the centre helps to bring about students' lifestyle changes, enhancing their academic, emotional, mental, and physical well-being.

### Out-Patient Department (OPD)

Galgotias University's OPD offers a holistic and personalized patient management approach. Patients are welcomed by a compassionate team of medical professionals who prioritize comfort and well-being. The clinic's state-of-the-art infrastructure ensures accurate diagnoses and timely interventions.

#### Eye OPD

The Eye OPD provides comprehensive eye care, including:

- Comprehensive eye examinations
- Diagnostic evaluations and specialized tests, including binocular vision assessments
- A dedicated consultant room equipped with necessary tools and equipment

#### Advanced Laboratories

Three state-of-the-art laboratories offer hands-on training for students in:

- Vision testing
- Diagnostic procedures
- Therapeutic interventions under faculty guidance

#### Medical Lab Technology OPD

The Diagnostic Laboratory offers essential clinical investigations, including:

- **Clinical Hematology Tests:** Complete Blood Count (CBC), Blood Grouping, and Typing for diagnosing anaemia, infections, and blood disorders
- **Clinical Biochemistry Tests:** Renal Function Tests and Serum Electrolyte tests for assessing kidney function and monitoring electrolyte levels

#### Physiotherapy OPD

Equipped with advanced equipment, the Physiotherapy rooms cater to patients with musculoskeletal issues, injuries, and post-operative needs. Experienced physiotherapists create tailored rehabilitation plans combining exercises, manual therapy, and cutting-edge techniques to optimize recovery outcomes.

These comprehensive services ensure that students receive the medical care and support they need to maintain their health and well-being throughout their academic journey.

## Laundry

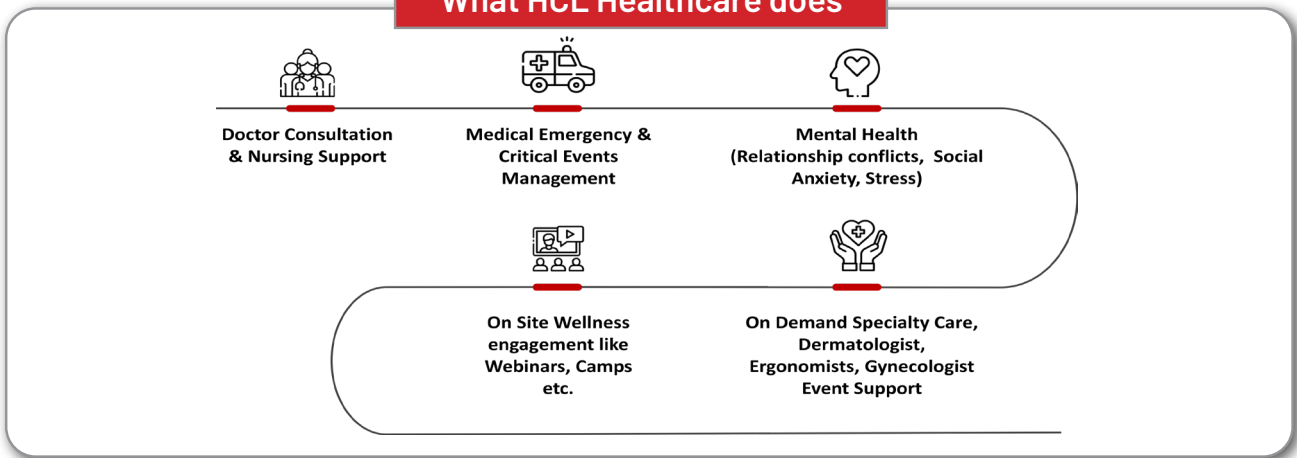
LG Electronics, India's leading consumer durable brand, has opened an innovative self-laundry service for Galgotias University students. This service aims to provide students with a convenient and efficient solution for their laundry needs.

## IT

The university offers a range of IT services to support students in their academic and administrative activities. Below is important information on the available IT services and how to access them:

# HCL HEALTHCARE BRINGS DIFFERENTIATED VALUE

## What HCL Healthcare does



## On-going services

DOCTOR CONSULTATION	NURSING SUPPORT	PSYCHOLOGIST CONSULTATION
<ul style="list-style-type: none"> <li>• Accessibility</li> <li>• Convenience</li> <li>• Continuity of care</li> <li>• Health promotion</li> <li>• Supportive environment</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate assistance</li> <li>• Health monitoring</li> <li>• Continuity of care</li> <li>• Health promotion</li> <li>• Supportive environment</li> <li>• Enhanced accessibility to healthcare services</li> </ul>	<ul style="list-style-type: none"> <li>• Mental health support</li> <li>• Timely intervention</li> <li>• Counseling services</li> <li>• Crisis management</li> <li>• Mental health education</li> <li>• Collaborative care</li> <li>• Supportive environment</li> </ul>

## Wellbeing Solutions

Clinically Designed programs to engage and motivate students in making requisite lifestyle changes that enhances their academic, emotional, mental and physical wellbeing.

<p><b>Physical</b></p> <p>Sports events, Marathons, and Screening camps</p>	<p><b>Counseling Support</b></p> <p>Online and Offline Session</p>	<p><b>Health Education</b></p> <p>Reading collaterals, workshops, and in-person interaction</p>	<p><b>Webinars</b></p> <p>Sessions on relationship management, behavioral counselling, academic growth</p>	<p><b>Campaign /Programs</b></p> <p>Gratitude, Smoking Cessation, Alcohol abuse , Crisis Intervention</p>
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## Bringing Differentiated Value

<p><b>Clinical Compliance &amp; Analytics</b></p> <p>EMR for patient management, PI &amp; PHI is encrypted</p> <p>Population Health Management &amp; Data Analytics</p> <p>Clinically backed wellness engagement resulting in better ROI&amp; VOI</p>	<p><b>Quality</b></p> <p>Skilled Clinical staff to manage medical support</p> <p>Defined KPIs for Clinical Quality &amp; Regular internal Audits for Compliance</p> <p>100% adherence to Clinical protocol by CDS Tools</p> <p>Organization NPS is at 70 Highest NPS for a group-90</p>	<p><b>Customized Solutions</b></p> <p>In-depth experience of the customized &amp; tailored- services powered by seasoned experts</p> <p>Proactive solutions and strategies to keeping good Health vs a reactive approach.</p> <p>Incorporate the latest research to improve and better solutions and strategies</p>	<p><b>Experienced In-House Team</b></p> <p>5+ avg years of Experience In house Clinical team</p> <p>Periodic Training and Upskilling Programs</p> <p>Professional Account Management</p> <p>Domain Specialist (Operations team)</p>
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**IT Helpdesk**

- Location: IT Helpdesk is located in the main administrative building. A-022
- Contact: You can reach the IT Helpdesk via email at [itsupport@galgotiasuniversity.edu.in](mailto:itsupport@galgotiasuniversity.edu.in)
- Hours: The IT Helpdesk is available Monday to Saturday, 9 AM to 5 PM.

**Student Email**

- Email Accounts: Each student is provided with an official university email account.
- Access: You can access your email via <https://mail.galgotiasuniversity.edu.in>.
- Usage: This email should be used for all university-related communications. Regularly check your email for important updates and announcements.

**Wi-Fi Access**

- Wi-Fi is available throughout the campus, including classrooms, libraries, laboratories, and common areas.
- Login URL:
  - <https://login.microsoftonline.com/>
- Use your **First Name (dot)Admission Number@galgotiasuniversity.ac.in** and password **gu@12345** to connect to the university Wi-Fi network.
  - You are advised to change the password after the first login.
- For any connectivity issues, contact the IT Helpdesk at A-022, or email [itsupport@galgotiasuniversity.edu.in](mailto:itsupport@galgotiasuniversity.edu.in)

**Software and Applications**

- Licensed Software: Students have access to licensed software for academic use. Check the IT Helpdesk for available software and installation instructions.
- Antivirus: Ensure that personal devices are protected with antivirus software. The university provides antivirus solutions that students can install on their devices.

**Internet and Computer Ethics**

To maintain a secure and respectful online environment, students must adhere to the following guidelines regarding the use of internet and computer resources:

**Do's**

1. Think about the social consequences of the programs they write.
2. Protect their login credentials and ensure they are not shared with others.
3. Report any suspicious activities or security breaches to the IT helpdesk immediately.
4. Use university IT resources responsibly and in accordance with university guidelines.
5. Ensure that the use of the internet and computer resources does not harm others or the university's reputation.

**Don'ts**

1. Do not intercept private emails or steal credit information.
2. Do not use the internet to display or distribute pornographic material.
3. Do not use the internet for plagiarism or misuse of research material.
4. Do not use the internet for improper commercial or personal use.
5. Do not use a computer to defame others.
6. Do not use other people's computer resources without authorization.

**Configuration of Laptops/Devices**

For most courses, students will need a laptop or device that meets the following general specifications:

- **Processor:** Intel Core i5 or AMD Ryzen 5 (or higher)
- **Memory (RAM):** At least 8 GB
- **Storage:** Minimum of 256 GB SSD
- **Operating System:** Windows 10 or 11, macOS, or a recent Linux distribution
- **Battery Life:** At least 6-8 hours
- **Connectivity:** Wi-Fi 5 or higher, Bluetooth 4.0 or higher
- **Display:** 13-inch or larger, Full HD (1920x1080) resolution or higher

### Specific Course Requirements

Some courses, particularly those in design, technology, and other specialized fields, may require more advanced configurations. It is highly recommended that students consult with IT support before purchasing a device for these courses.

**For any additional information or assistance, please contact the IT helpdesk.**

## ERP (iCloudEMS)

The iCloudEMS portal encompasses the complete student life cycle and is essential for accessing and managing the following

1. Attendance
2. Time Table
3. Course Registrations and Exam Form Registrations
4. Course Details - Lesson Plan and Course Materials
5. Fee Module - For Receipts and Fee Payments
6. Fee Undertaking
7. Feedback
8. Admit Card Downloads
9. Student Marks and Performances
10. Grade Cards
11. Examination Seating Plans
12. NEFT Forms
13. Grievance Complaints & Student Services
14. Circulars and College Information

### Log in details

- **URL:** <https://gu.icloudems.com>
- **Username:** Admission Number (e.g., 24SCSE1010001)
- **Password:** GU@54321 or the password provided by the Admission Office

**Note:** Students are required to change the password once they log in

## LMS (Learning management System)

Learning Management System (LMS) is a software application or web-based technology used to plan, implement, and assess a specific learning process. It's designed for e-learning practices and, in its most common form, consists of two elements: a server that performs the base functionality and a user interface (UI) operated by instructors, students, and administrators. The portal is accessible using website and can be downloaded from app store and play store.

### Features of LMS

- Quizzes
- Assignments
- Online Exams
- Lecture Materials/Notes/PPTs/PDFs
- Online Coding Portals

### Log in details

- **URL:** <https://lms.galgotiasuniversity.org/>
- **Username:** Admission Number (e.g., 24SCSE1010001)
- **Password:** GU@54321 or the password provided by the Admission Office

**Note: Students are required to change the password once they log in**

By following these steps, you can effectively utilize the LMS to enhance your learning experience at Galgotias University. If you encounter any issues or need further assistance, please contact the LMS support team or your course instructor.

## **Transportation Facilities**

Galgotias University provides a dedicated bus service to meet the transportation needs of all its students, faculty, and staff members between campus I and campus II. The university places a high premium on the safety, hygiene, and punctuality of its transport system. To ensure these key factors, the university has appointed dedicated members to monitor the performance of the service.

From Galgotias Campus-I, Knowledge Park-II to Galgotias University Campus-II: INR 10,000/- per annum.

Additionally, six UP Roadways buses have been flagged off between Rabupura and Botanical Garden-Noida.

## **Security (24 X 7)**

The unique security system ensures the safety and security of its students, faculty members, and the campus. The university employs trained and well-supervised security officers to assure the safety and security of the campus. The surveillance system at Galgotias University provides comprehensive security by enabling intrusion detection, monitoring unauthorized access to rooftops and critical offices, traffic monitoring, crowd management, and maintaining the health of the CCTV infrastructure.

## **On Campus Cafeterias**

Galgotias University Cafeteria offers high-quality dining options for students, faculty, and staff, promoting community and comfort. With over 20 retail outlets on campus, including cafes and grocers, it provides a diverse range of food choices to meet various dietary needs. Whether grabbing a quick snack or enjoying a meal with friends, the cafeteria ensures a delicious and satisfying experience for all.

## **ATM**

ATMs provide convenient, 24/7 access to banking services, allowing users to withdraw cash, check account balances, and complete transactions without visiting a bank branch. They enhance financial accessibility, reduce banking lines, and support cash availability in both urban and rural areas, promoting overall financial inclusion.

## **Alumni Relations**

Galgotias University Alumni Cell connects with former students who have graduated from the institution. Networking events between alumni, leading to professional and personal opportunities. The presence of alumni at professional events like workshops, seminars and conferences enable the students to stay informed about industry trends and developments. The alumni also provide mentorships, internships and job opportunities for current students.

In addition, to the National Chapter, two International Alumni Chapters, one at London and the other at Singapore engage with students based abroad. Alumni meets of all chapters are regularly organised and cherished memories relived and old friendships are rekindled at these events.

## NATIONAL CADET CORPS (NCC)

Galgotias University has been running the Army Wing of the National Cadet Corps (NCC) since 2018. The NCC aims to develop character, discipline, and the ideals of selfless service among the youth of the country, contributing to the creation of organized, trained, and motivated individuals. It also aims to provide leadership to students in all walks of life, ensuring they are always available for the service of the nation. The National Cadet Corps Army Wing at Galgotias University, 31 UP (G) BN NCC, and 40 UP BN NCC has shown exemplary performance in various activities and actively participated in various training camps such as TSC, RDC, and ATCs.



### Eligibility Conditions:

- Total Allotted Vacancies Per Year: Girls - 78, Boys - 51
- Nationality: Citizen of India or subject of Nepal
- Must bear good moral character
- Must be enrolled in an educational institution as a regular student
- Must meet the prescribed medical standards
- Age: Senior Wing/Division (Girls/Boys) - up to 23 years
- Enrollment Period: 3 years (Girls/Boys)

Students interested in enrolling in the NCC should apply through the application available at the NCC office.

### NCC Office Locations:

- For Girls: C-Block, First Floor, Room No. C-139
- For Boys: C-Block, Second Floor, Room No. C-232

### Coordinating Faculties:

- For Girls (SW): Lt. Gargi Tyagi, ANO and Asst. Prof. Maths  
Email: gargi.tyagi@galgotiasuniversity.edu.in
- For Boys (SD): Mr. Dushyant Rana, CTO, ESM  
Email: dushyant.rana@galgotiasuniversity.edu.in

For more information on career opportunities and benefits, please visit the following websites:

[Join Indian Army](#) | [Join Indian Navy](#) | [Indian Air Force](#) | [NCC India](#)

# NATIONAL SERVICE SCHEME (NSS)

The National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports. It aims to provide students with the opportunity to take part in various Government led community service activities & programs. The primary objective of NSS is to develop the personality and character of the youth through voluntary community service. The motto of the NSS is "Not me, but you," emphasizing selfless service to the community.

## The NSS Badge: Proud to Serve the Nation:



All the youth volunteers who opt to serve the nation through the NSS led community service wear the NSS badge with pride and a sense of responsibility towards helping needy.

The Konark wheel in the NSS badge having 8 bars signifies the 24 hours of a the day, reminding the wearer to be ready for the service of the nation round the clock i.e. for 24 hours.

Red colour in the badge signifies energy and spirit displayed by the NSS volunteers.

The Blue colour signifies the cosmos of which the NSS is a tiny part, ready to contribute its share for the welfare of the mankind.

## The main objectives of National Service Scheme (NSS) are:

1. Understand the community in which they work
2. Understand themselves in relation to their community
3. Identify the needs and problems of the community and involve them in problem-solving
4. Develop among themselves a sense of social and civic responsibility
5. Utilise their knowledge in finding practical solutions to individual and community problems
6. Develop competence required for group-living and sharing of responsibilities
7. Gain skills in mobilizing community participation
8. Acquire leadership qualities and democratic attitudes
9. Develop capacity to meet emergencies and natural disasters and
10. Practice national integration and social harmony

## Benefits of Being a NSS Volunteer:

A NSS volunteer who takes part in the community service program can be a college level student. Being an active member, these student volunteers would have the exposure and experience to be the following:

- an accomplished social leader
- an efficient administrator
- a person who understands human nature

## Major Activities

### National Integration Camp (NIC):

The National Integration Camp (NIC) is organized every year and the duration of each camp is of 7 days with day-night boarding & lodging. These camps are held in different parts of the country. Each camp involves 200 NSS volunteers to undertake the scheduled activities.

### **Adventure Program:**

The camps are held every year which are attended by approximately 1500 NSS volunteers with at least 50% of the volunteers being girl students. These camps are conducted in Himalayan Region in the North and Arunachal Pradesh in North East region. The adventure activities undertaken in these camps includes trekking of mountains, water rafting, Para-sailing and basic skiing.

### **NSS Republic Day Parade Camp:**

The first Republic Day Camp of NSS Volunteers was held in 1988. The camp takes place in Delhi between 1st and 31st January every year with 200 NSS selected volunteers who are good in discipline, March-past and cultural activities.

A Contingent of selected NSS volunteers participates in the Republic Day Parade at Rajpath, New Delhi on 26th of January every year in accordance with the guidelines and requisition of the Ministry of Defence.

### **National Youth Festivals**

National Youth Festivals are organized every year from 12th to 16th January by the Government of India, Ministry of Youth Affairs & Sports in collaboration with the State Governments in different parts of the country. Eminent guests, speakers and youth icons are invited to address and interact with about 1500 participating NSS volunteers during the National Youth Festivals.

### **How to register**

**To register for the National Service Scheme (NSS), follow these steps:**

- Contact the NSS Program Officer: Locate the designated NSS Program Officer in the University.
- Inform the NSS Program Officer of your interest in joining the NSS. They will provide you with the necessary details and forms for registration.
- Fill out the registration form provided by the NSS Program Officer.
- Participate in any orientation sessions or meetings organized by the NSS unit.
- Commit to Service: The NSS program requires a commitment of two years, during which you must dedicate a total of 240 hours to social service activities. Plan your schedule to meet this requirement.
- Participate in Camps: As an NSS volunteer, you are required to participate in a seven-day camp. These camps are an integral part of the NSS experience and provide hands-on opportunities for community service and development.

Registration for the NSS is free. By joining, you will engage in various social service activities, contributing to the betterment of the community while developing your skills and understanding of social issues.

## HOSTEL & MESS

### Features

- The campus hostels are surrounded by lush green lawns and playing fields.
- The hostels have complete power backup.
- Facilities for indoor games like TT, carom, chess etc. is also available.
- Hygienic, quality food prepared by professionally-qualified cooks is provided to the students in the hostel canteen.
- The mess caters to the tastes of the students with varied culinary preferences from different regions. The mess menu is planned and managed by the students in consultation with the caterer and the management.
- The Warden & Hostel in-charge live on campus to resolve any problems out of office-hours.
- Facilities like RO water, laundry, Wi-Fi connectivity are available on the hostel premises.
- The hostel premises are under strict security cover round the clock.
- The rooms are allocated on sharing basis due to the limited number of rooms available.
- 24x7 Security

### Hostel Admission Guidelines

1. Rooms are allotted on first-come first-serve basis.
2. Room allotments are made according to the plan prepared by the management & hostel committee in the beginning of the session.
3. Vacant accommodation is assigned to the students based on their admission order.
4. Hostel seats are allotted for the full academic year.
5. In case a student wants to vacate the hostel before the academic year ends,
  - o parent's approval is mandatory
  - o no refund of hostel fee will be provided
6. Hostel admission must be applied in each academic session, by paying the hostel fee.
7. The institute reserves the right to relocate hostel residents if necessary.
8. Hostel rooms are allotted to the University student only.
9. Hostel stay is granted for a minimum period of one academic year (two semesters)
10. Continued stay in the hostel depends on the academic performance, behaviour and conduct.
11. If a student is expelled or suspended from the university or hostel, she/he requires to immediately vacate the hostel.
  - o The stay here in the hostel will be treated as unauthorized occupation.
  - o No refund will be made in such cases and outstanding fee will be recovered in full.
12. Hostellers are responsible for their belongings. Students are hereby advised against keeping excessive cash or valuables in their rooms.
13. Admission and continuation of stay in the hostel is subject to the discretion of the hostel administration.

### Hostel Rules & Regulations

1. Attendance will be taken at 10:00 pm every day in the hostel.
2. The hostel rooms are subject to inspection to ensure cleanliness and no unauthorized items.
3. No unnecessary conversation, quarrel or altercation with the hostel staff is allowed.
4. Use of abusive, vulgar and unparliamentary language against the staff and others is strictly prohibited. Any complaint received from staff or faculty against such students may result in suspension or cancellation of admission.
5. Ragging in any form is strictly prohibited.
6. Smoking, gambling, use of alcohol, drugs and narcotics is strictly prohibited. Anyone found indulging in the use of such intoxicants will not only be asked to vacate the hostel but may also be rusticated from the university.

7. Personal electrical appliance like air conditioners, air coolers, fridges and heaters are not permitted in hostel.
8. Day scholars are not allowed in the hostel.
9. Private celebration is prohibited (eg. Birthday parties etc.)
10. Hostel Furniture must not be moved from their designated places under any circumstances. Students are responsible for its care. In-case of property loss, the damage will be borne by the students(s) along with the fine of Rs. 1,000/-
11. Outdoor games are not permitted inside the hostel.
12. When leaving the hostel room
  - o electrical appliances must be switched off.
  - o doors and windows must be secured for safety.
13. Latecomers will be fined. Timings: For boys permitted limit is 8:00 pm and for girls permitted limit is 7:30 pm. Regular latecomers or absentees will be expelled from the hostel.
14. Wrong entry in registers and absenteeism without permission are punishable.
15. Hanging of clothes at a place(s) other than designated spots is not permitted.
16. No visitor will be allowed to stay overnight in the hostel room.
17. Visitors of opposite sex are not allowed in the hostel rooms.
18. Wastage of water is not permitted, and disciplinary action will be taken for violations.

**Note:** Possession of lethal weapon(s) or any instrument that is likely to cause physical harm to others, is strictly prohibited.

Violations of hostel rules will result in disciplinary action, with serious violations referred to the disciplinary committee for major penalties.

## Rules for Leave & Outing

1. Boys can apply for a day out-pass through the app, validity of the pass is 12 hrs starting from 8:00 am. Night out-pass requires a prior permission from the hostel Warden and approval from parents/guardian of the hosteller.
2. Girls can also apply for a day out-pass through the app, validity of the pass is 11 hrs starting from 8:00 am. Night out-pass requires a prior permission from the hostel Warden and approval from parents/guardian to visit the local guardian only.
3. If someone is found without gate pass, s/he will be fined or disciplinary action taken against him/her. If any student faces any problem in applying leave, then s/he should contact the hostel warden.

## Mess

The food service is outsourced to Sodexo, ensuring high standards. Sodexo is one of the largest food and food service providers for educational institutions in the nation and has maintained a strong reputation. They not only provide food but also take care of maintenance and cleaning.

1. The mess menu is planned and managed by the students in consultation with the warden and the management.
2. All hostellers are required to eat all meals in the University Mess.
3. Timings:
  - Breakfast - 7:30 AM to 9:00 AM
  - Lunch - 12:00 PM to 2:00 PM
  - Snacks - 05:00 PM to 06:00 PM
  - Dinner - 08:00 PM to 9:30 PM
4. Dining hall furniture and utensils are not to be taken out from the dining hall. Offenders will be penalized.
5. Sick hostellers can request to take the food in their room, only after taking permission from the warden.
6. Hostellers are prohibited from entering the kitchen.

### Note:

The University mess provides Vegetarian food only.

Day scholars are not permitted in the mess.

**Most Important Note:** The University reserves the right to modify or change the guidelines and/or rules as per their discretion.



## STUDENTS CLUBS AND SOCIETIES

The Galgotias University Student Council (GUSC) has been an integral part of the university's student life for over a decade. Comprising a dedicated group of core members, this student council plays a pivotal role in shaping the university's vibrant and dynamic campus culture. GUSC serves as the apex student body that oversees and orchestrates a wide array of activities, events, and clubs, fostering an inclusive and enriching experience for all students.

The core members of GUSC, with their unwavering dedication and leadership, serve as the guiding force behind the council's operations. They work tirelessly to ensure the successful planning and execution of events that cater to diverse interests and hobbies of the student body.

GUSC boasts of a whopping 24 clubs, each catering to a specific hobby or interest. These clubs range from literature and photography to dance and technology, offering students a platform to explore their passions. Each club is led by two club heads who bring their expertise and enthusiasm to the table. Furthermore, four coordinators assist in club management, ensuring that club activities run smoothly, and fostering a sense of community among club members. One of the outstanding achievements of GUSC is its impeccable event management. GUSC hosts a plethora of events throughout the academic year, including the much-awaited freshers' party to welcome new students, and the emotional farewell party to bid adieu to the graduating seniors. Unifest, the university's annual cultural extravaganza, is another feather in GUSC's cap, showcasing the talents of students in various fields such as music, dance, drama, and more. Additionally, GUSC often collaborates with external partners to organize movie promotional events, bringing a slice of the entertainment industry to the campus.

The Galgotias Student Council's consistent dedication to creating a vibrant and engaging campus life for students has made it an indispensable part of the Galgotias University experience. With their commitment to fostering a sense of community, promoting talent, and organizing memorable events, GUSC continues to be a cornerstone of the Galgotias University student body, enriching the lives of all those who pass through its hallowed halls.

The following executive shall be responsible for the initiation of policy of the council, General meeting and key decisions.

**The executives (Core) team shall consist of the following post:**

- President (Chief Administrative Officer & Principal Spokesperson)
- President Treasure (Chief Operations Officer)
- Vice President (Sponsorship & Marketing)
- Vice President (Media & Communication/ Online Promotion)
- Vice President (Events)
- Vice President (Cultural Affairs)
- Vice President (Intellectual Discourse and Community Engagement)
- Vice President (International Immersion and Intercultural Learning)
- Vice President (Academics)

Only final year students of their respective courses shall be appointed to as Core Executives. No member of the Executive Core may hold and other position in the council unless called upon in case of a deficit.

## How to be a part of Clubs?

Galgotias University Student Council is an organization that can help you showcase your talent to the community and to the world beyond. Two of the most essential things you to be a part of a club are talent and the courage to put it in front of everyone. Be it a fresher or a final- year student, anyone can join the societies and student's clubs. Every student who enrolls at the Galgotias University is automatically registered as a general student body member. Upon registering for one of our clubs, they become full-time members, giving them access to all of our services. The motive of every club at Galgotias University is to nurture every talent and help it groom. Auditions for every club are held and registration desks are setup in the university itself. The auditions are conducted by the clubs' head co-ordinators and member of core team who are the real example of perfection. Results of the auditions are put up on the official social media handles of Galgotias University. Come join us to be part of something big.

### Eligibility Criteria:

- Must be enrolled in any program at Galgotias University.
- Basic knowledge of the club in which the student is applying.

### How to Apply:

A student can apply by filling up the registration form followed by the auditions for each club.

# STUDENT CLUBS



*@gumanagementteam*

The GU Management Team, University's management club plays a pivotal role in ensuring the smooth execution of various campus events. With a dedicated team of volunteers and organizers ensuring the safety and enjoyment of attendees.



*@stagemanagementclubgalgotias*

The University's Stage Management club plays a pivotal role in coordinating and executing all backstage operations for various college events and productions.



*@noteveda*

The University's singing club, Noteveda operates as a vibrant community of passionate singers, where members come together to rehearse and perform a diverse range of musical genres.



*@gpost\_gu*

G-POST, the magazine society of Galgotias University creatively captures campus life through monthly magazine and newsletters, with a dedicated team for on-field reporting it crafts a vibrant narrative of event experiences.



@camcircle.gu

Cam Circle, the photography society of Galgotias University plays a pivotal role in capturing and preserving the vibrant moments of campus life through regular workshops, honing photography skills.

@lingofreaks

Lingo Freaks, the literary club of Galgotias University showcases vibrant literary culture on campus. It provides a platform for students to explore and share their passion for literature, enhancing their writing and critical thinking skills.



@graphex.gu.official

Graphex, the designing club of Galgotias University operates as a creative hub where students passionate about design collaborate on various projects, from designing event posters to creating digital content for campus activities.



@onlinepromotionsteam

The Galgotias University's Online Promotion club functions as a dynamic group of students dedicated to enhancing the digital presence of institution through social media campaigns and engaging content creation.



@galgotiasdancecrew

Galgotias Dance Crew, the dance society of Galgotias University serves as a vibrant hub for students passionate about dance, offering weekly workshops and rehearsals to hone their skills.

@kafila.gu

Kafila, the Mental Health Society of Galgotias University plays a pivotal role in promoting well-being on campus. Through counseling services, it provides students a safe space to address their mental health concerns.



@scintillations\_gei

Scintillations, the modelling society functions as a dynamic hub for aspiring models and fashion enthusiasts on campus. It provides members with valuable hands-on experience to cultivate their modelling skills.

@businessclub\_gu

Business club serves as a core for aspiring business enthusiasts, providing a space for knowledge exchange, skill development, and networking opportunities.



TechnoJam

@teamtechnojam

The University's Technojam club plays a pivotal role in fostering technological innovation and collaboration among students.

@galgotiasponsorshipteam

The Sponsorship club of Galgotias University plays a crucial role in facilitating financial support for various student-led events and activities on campus by forging partnerships with various businesses and organizations.





*@galgotias\_bookclub*

All Booked, the book society of Galgotias University is a vibrant community where students come together to explore literature and share narratives.

*@gumarketingteam*

GU Marketing team plays a pivotal role in promoting events and initiatives within the campus. Through strategic planning and execution, they leverage various marketing channels to create awareness, engage students.



*@the\_actors\_hub\_gu*

Actor's Hub is the acting society of Galgotias University which plays a pivotal role in nurturing students' theatrical talents. It organizes regular auditions and rehearsals, fostering a collaborative environment where members can explore their passion for acting.

*@fragclub*

Frag, the gaming club serves as a vibrant hub for students passionate about video games. It organizes tournaments, and gaming events providing a platform for skill development and social interaction among gaming enthusiasts on campus.



*@gu.humanity*

Humanity Saviors club of Galgotias University is a dynamic organization comprised of passionate students dedicated to making a positive impact on their community. Through various initiatives such as volunteering, fundraising, and awareness campaigns.

*@humansofgalgotias.hog*

"Humans of Galgotias," the society at Galgotias University, showcases the inspiring stories of students and their successful journeys. This club captures the essence of the individuals' lives and highlighting their achievements.



*@cybercell\_gu*

Cyber Cell club plays a vital role in ensuring the digital safety and security of the campus community. They actively monitor and investigate cyber threats, educate students on cybersecurity best practices.

*@panache.gu*

Panache is the fashion designer club of Galgotias University which serves as a dynamic hub where aspiring fashion enthusiasts collaborate, brainstorming and sketching creative ideas for innovative clothing designs.



*@quizzards.gu*

Quizzard, the quiz club of Galgotias University serves as a dynamic hub of intellectual engagement, organizing quiz competitions and events that foster knowledge-sharing and friendly competition among students.

*@gu\_artsclub*

Artistico, the society of artists encourages student to collaborate, learn, and showcase their work through workshops and exhibitions, fostering a vibrant creative community on and out of the campus.



## SPORTS FACILITIES

Galgotias University boasts an outstanding infrastructure dedicated to sports, cultural activities, mental, and physical wellness. Our state-of-the-art indoor and outdoor sports facilities include:

- Basketball Courts
- Badminton Courts
- Volleyball Courts
- Football Ground
- Hockey Ground
- Cricket Ground
- Table Tennis Room
- Indoor Badminton Court
- Lawn Tennis Court
- Futsal Ground with Synthetic Grass
- Cricket Practice Nets

Besides imparting academic excellence and celebrating a symphony of cultural talents, Galgotias University is also home to budding athletes and sports enthusiasts. We provide immense exposure to the students to showcase their skills and talents in various sports across the country.

We understand the importance of mental fitness in maintaining a balanced Emotional Quotient (EQ). Our facilities include a world class

- Gymnasium and
- Mixed Martial Arts (MMA) Club

University has its own teams for variety of sports including, cricket, football, hockey, volleyball, badminton and table tennis. Our sports wing annually hosts inter-university and intra-school sports events.

The university sponsors and facilitates students' participation in state, national, and international sports events. Our teams have represented and have garnered numerous awards at various district level, state level, national level and international level.

### Sports Council

The Sports Council is responsible for management and organization of all sporting events. The council is a community of sports enthusiasts and fitness freaks who understand the essentiality of sports to maintain physical and psychological strength of students. You are welcome to pick a sport of your choice and get trained from our efficient coaches.

S.No	Name	Designation
1	Prashant Bhardwaj (Faculty)	Sports Officer
2	Bhupinder Lingwal (Faculty)	Sports Officer
3	Yusuf Ahmed (Faculty)	Sports Officer
4	Shivang Yadav (Faculty)	Sports Instructor
5	Sikha Sehrawat (Faculty)	Sports Instructor
6	Prateek Kr. Singh (Student) 3rd Year	Sports Head
7	Yash Pratap Singh (Student) 5th Year	General Secretary
8	Yuvraj Singh (Student) 4th Year	Chief Secretary
9	Ashutosh Yadav (Student) 3rd Year	Joint Secretary
10	Nisha Roy (Student) 3rd Year	Vice Secretary
11	Atul Mitra Pandey (Student) 3rd Year	Residence Secretary
12	Vanshika Vasvi (Student) 3rd Year	Vice Residence Secretary

## iOS STUDENT DEVELOPMENT PROGRAM (Powered by Apple & Infosys)

### Transforming Enthusiasts into Confident Product Developers

The iOS Student Developer Program at Galgotias University is a transformative journey designed to cultivate a perseverant mindset in students, emphasizing the importance of iterations in product development. Through a User-Centric Approach grounded in Design Thinking principles, students learn to develop products that align closely with user requirements. They come to appreciate that coding, while essential, is just one part of the broader product development process. The program also highlights the unmatched capabilities of Apple products and ecosystem, showcasing how these tools can elevate their projects beyond what other platforms can offer. By the end of the program, students transition from coding enthusiasts to highly confident and skilled product developers.

### Carefully Designed Selection Process

The program begins with a meticulous student selection process, ensuring that only those with genuine interest and commitment are chosen. Prospective students fill out a detailed registration form to express their interest. From this pool, 200 students are selected to participate in a rigorous 5-day bootcamp, which focuses on practical aspects of Design Thinking and the Human Centric Design. Based on their performance during the bootcamp, 100 students are then selected for the final program. For the first batch (iSDP 2023-24), all the 5th semester students of B.Tech in Computer Science & Engineering and all Specializations were eligible for registration.

### Facilitator-Led Learning and Industry-Established Curriculum

The program employs a facilitator-led learning model, distinct from traditional classrooms, where discussions replace lectures. Experienced faculty members, trained by Apple, serve as both instructors and mentors, and are integral members of the student team, embodying the role of a facilitator in every sense of the word. The curriculum, developed in collaboration with industry experts, includes case studies, industry use-cases, and real-world problem-solving scenarios. This ensures that students are well-versed in both theoretical knowledge and practical application, covering a spectrum of iOS development concepts from foundational principles to advanced techniques.

### Cutting-Edge Collaborative Learning Environment

Students benefit from a state-of-the-art collaborative learning environment, featuring over 100 Mac systems with quad sitting tables for group projects. This setup fosters seamless teamwork and creativity, promoting an inclusive and interactive atmosphere. Additionally, the facility includes a community space and breakout rooms, further enhancing collaboration and providing dedicated areas for group discussions and focused work.

### Continuous Evaluation and Milestone-Based Progression

Continuous evaluation through presentations, pitches, and app deliverables such as MVPs and prototypes ensures dynamic and responsive learning. There are no traditional exam-based assessments; instead, facilitators assess student learning through these practical evaluations. Regular feedback loops allow for timely identification of areas for improvement, fostering a sense of accountability. The milestone-based progression provides students with a clear roadmap for their learning journey, celebrating achievements and motivating continuous improvement.

### Ethical and Inclusive Development Practices

The program emphasizes ethical and inclusive development practices, instilling values of integrity, accountability, and social responsibility. Students are guided to create genuine solutions to real problems, based on actual idea validations and user surveys, rather than hypothetical scenarios or assumptions. Accessibility is a key focus, with particular emphasis on Apple's accessibility standards, ensuring that solutions are considerate of diverse user needs and backgrounds, promoting accessibility and a positive societal impact.

## **Direct Industry Engagement**

Guest lectures and industry insights provide students with a direct connection to the tech industry. These sessions feature industry-established practices, real-world case studies, and success stories, enhancing understanding and inspiring students. Additionally, the program benefits from the involvement of Apple and Infosys, which contribute their expertise and resources. Apple's participation ensures that students are well-versed in cutting-edge accessibility standards, while Infosys offers valuable industry perspectives and practical knowledge, further enriching the learning experience.

## **Internship Highlight**

A major highlight of the program is a 4-week internship at Infosys Mysore, providing students with hands-on experience in a leading tech environment. This opportunity allows students to apply their skills in real-world scenarios, gaining valuable industry exposure and insights.

## **Stakeholders**

Key stakeholders include Apple Inc., Infosys, Galgotias University, each playing a vital role in the program's success. Apple designs and manages the program, provides curriculum guidelines, and ensures compliance. Infosys collaborates in program execution, while Galgotias University provides the academic framework. Apple mentor trained facilitators guide and support students throughout their development journey.

## **Proven Success and Future Expansion**

Having successfully completed their 6th semester (3rd year) in the program (2023-24), the initial batch of 100 students has demonstrated the program's effectiveness in fostering practical skills and industry readiness. The next iteration of the program will expand to a full-year format, enriching the curriculum with new courses on Business Essentials, Law in Technology, and Entrepreneurship. This comprehensive approach ensures that students are not only adept at iOS development but also possess the business acumen and legal knowledge necessary to navigate the app economy.

Additionally, the program has been expanded to include all engineering disciplines, not just CSE. Recruitment is now underway for the next batch, which will include students from their final year of MCA or the 3rd year of B.Tech in any engineering discipline—such as CSE, Mechanical, Civil, or Electrical.

## INTERNATIONAL OFFICE

Galgotias University's vision is to rapidly evolve into a centre of international learning excellence that provides a high-quality, globally-oriented educational experience to students. As part of this endeavour, a full-fledged international office has been set up at the university.

The International Office will make GU a "home away from home" by taking care of the special needs of international students and visiting faculty so they feel welcome here and enjoy their experience at GU and in India. This office acts as a liaison between international student community/professors and the different Schools and Departments at GU. It also serves as the nodal point for information and assistance to all international students and visitors.

### **The objectives of the International Office at GU are to:**

- Encourage and welcome international students to study at GU
- Initiate and maintain cooperation with international institutions
- Invite eminent faculty from abroad
- Promote faculty and student exchange
- Initiate joint academic and research programs
- Provide support to international students in all matters including immigration formalities
- Liason with embassies, ambassadors and other foreign diplomats

### **Services offered to International Students**

- Admission formalities and registration for new students
- Arranging for pickup of international students and visitors from the airport on arrival
- Assisting with accommodation for international students
- Welcome and orientation program for new students
- Help with visa extensions and registration
- Counselling services for problems related to personal, professional or cultural issues
- Facilitation of English as a Second Language (ESL) Program for students from non-English speaking countries
- Academic support apart from classroom instruction to international students in subjects they have difficulty with through the Enhanced Learning Centre (ELC)
- Providing international students, a platform to display their talents and the culture of their country through the International Students Club

### **Enhanced Learning Centre (ELC)**

The Enhanced Learning Centre of Galgotias University ensures that every international student of GU gets additional academic support apart from classroom instruction in subjects they have difficulty with, thus maximizing the teaching learning process at GU. Constant follow up and monitoring of the academic performance of the student is done to ensure that every international student uses this centre, is comfortable with the academic inputs and is able to perform well academically.

### **Galgotias University International Students Club (GUISC)**

Galgotias University encourages international students to freely express themselves and provides them a platform to come and work as a team. This platform- Galgotias University International Students Club provides students an opportunity to display their skills and share their culture. The activities of GUISC promote international understanding and friendship among students as well as gives them an insight into the different cultures of the world.



### **Clubs for International Students**

Galgotias University Student Clubs encourage students to participate in extra-curricular activities. With over 40+ different activity clubs, international students can find more than one to associate with and give wings to their talent

### **International Student Programs**

Organizations need people who are adaptable to change and thrive in uncertain situations. With the globalization of business, intercultural awareness has become imperative. Galgotias University has forged international collaborations for student exchange programs and to provide international exposure and learning opportunities to students.

The detailed information about the various activities regarding International Student Exchange Programs will be circulated to the student group email ids and to their respective School/Departments. Interested Students may also contact the International Relations Office of Galgotias University for more information.

1. In the student exchange program, Galgotias University students take transfer for one semester to the collaborating institution. Galgotias University exchange students pay reduced tuition fees to the partner universities. Credits of courses passed in the semester exchange would be transferred from Galgotias University and vice versa after the courses have been mapped and approved in advance by both Galgotias University and the partner universities
2. Student exchange program is open to all students of the first year and the second year. However, Galgotias University may nominate a student or may cancel nomination of a student for exchange program if found not suitable as per the academic or discipline norms.
3. Galgotias University policy on student exchange explains all rules and regulations regarding the program. Students applying for exchange programs need to sign the policy on student exchange in order to be considered for the screening process.
4. Under the exchange program, students may or may not pay tuition fee to the partner university. The student is supposed to bear airfare, accommodation, insurance and other personal expenses while visiting partner university. Some of the universities demand tuition fees which will be announced separately.
5. Students receive transcript/certificates from Partner Universities which get included into Galgotias University Grading System.
6. Before applying for the student exchange program, students must ensure that they have submitted all pre-requisite documents for verification and returned by the Administrative Office with a copy of marks sheet before the deadline.

## SOCIAL MEDIA GUIDELINES

Galgotias University has formulated social media guideline to regulate social media interactions with staff, students, potential students, and other beneficiary groups. It also aims to ensure that the reputation of the University is upheld on all social media platforms. This policy communicates the responsibilities of Galgotias University staff and students when using social media and outlines the consequences of breaching the policy.

The digital marketing team coordinates social media marketing activities for the university, managing channels at an institutional level, and liaising with internal stakeholders for their marketing social media requirements. The primary social media channels used by the University are: Facebook, Twitter, Instagram, LinkedIn, YouTube, and WhatsApp.

Additionally, the University has some social media accounts for student recruitment purposes. These include, but not limited to, international accounts managed by the international recruitment team.

### Do's

1. Always communicate respectfully and courteously. Avoid offensive, inflammatory, or derogatory remarks.
2. Utilize privacy settings to control who can see your posts and information.
3. Think Before You Post: Consider the impact of your posts on your future career and the University's reputation.
4. When sharing content, give credit to the original creators.
5. If you see something inappropriate or harmful, report it to the appropriate University authorities.
6. Use social media to positively engage with the University community and promote constructive dialogue.

### Don'ts

1. Do not share personal or confidential information about yourself, fellow students, or the University.
2. Do not use social media to bully, harass, or intimidate others.
3. Do not post content that is obscene, hateful, or discriminatory.
4. Do not impersonate others or misrepresent your identity or affiliation with the University.
5. Do not create new social media accounts that represent the University or any of its departments without relevant approval.
6. Do not share or use copyrighted material without permission.
7. Do not use social media to engage in activities that could conflict with the University's interests.
8. Avoid posting repetitive or irrelevant messages.

### Disciplinary action in case of breach

- Students may receive a formal warning for minor breaches of the policy.
- Temporary suspension of access to university-related social media accounts and platforms.
- A meeting with university authorities to discuss the breach and appropriate actions.
- Temporary suspension from the University, depending on the severity of the breach.
- In extreme cases, permanent expulsion from the University.
- If the breach involves illegal activities, the University may involve law enforcement.

**Please note:** These breaches can negatively impact the student's reputation and future career opportunities.

\*\*The University reserves the right to take appropriate actions based on the severity of the breach and the student's history of conduct.

## Official Social Media Accounts

### Official Hashtags

- #GetYourSelfPlaced
- #GalgotiasUniversity
- #Galgotias
- #Galgotian
- #Galgotia

### Official Handles

- Facebook: <https://www.facebook.com/GalgotiasUniversity/>
- LinkedIn: <https://www.linkedin.com/in/galgotias-university-18544b190/>
- Instagram: [https://www.instagram.com/galgotias\\_university/](https://www.instagram.com/galgotias_university/)
- Twitter: <https://twitter.com/GalgotiasGU>
- YouTube: [https://www.youtube.com/@GalgotiasUniversity\\_1](https://www.youtube.com/@GalgotiasUniversity_1)

Concerns about breach of the guidelines should be escalated to the director of marketing. The director of marketing will investigate and take appropriate action in accordance with the University's policies and procedures.

Posts made on social media accounts representing Galgotias University are considered to be endorsed by the University. It is therefore essential that before a message is posted by a member of staff or a student, it should be carefully considered to ensure that it will not bring the University into disrepute or damage its reputation.

Social media marketing activities on university accounts for the University, School or at departmental level may be carried out by those colleagues for whom it is an agreed part of their role and has been formally allocated by their Supervisor/Head. These colleagues are responsible for communicating in accordance with this policy. They must be mindful that when posting messages on these accounts, they are representing Galgotias University. Information must be posted accurately, in the right tone of voice for the platform, in a timely manner, and using appropriate, high-quality images, video, and graphics.

Before posting anything on a Galgotias University social media account, colleagues must consider the impact of the message on the University's reputation. A quick way to assess this is to ask three questions:

1. How will the message reflect on the University?
2. How will the message reflect on your own reputation?
3. Could the message be misunderstood?

If unsure about whether to post, it is best to seek advice from a senior colleague or refrain from posting.

## Use of social media for personal use

Recognising the fact that students will use social media in personal capacity, one should be mindful of the comments you post. These could be linked back to the University, potentially causing reputational damage. Personal use of social media should never interfere with work or academic commitments.

## Principles for Personal Use

When using social media in a personal capacity, the following principles should be adhered to:

- **Respect Others:** Do not post any content that is offensive, defamatory, discriminatory, or that might bring the University into disrepute.
- **Be Transparent:** If discussing the University, make it clear that the views expressed are personal and not those of the University.
- **Confidentiality:** Do not disclose any confidential information relating to the University, its staff, students, or any other stakeholders.
- **Comply with the Law:** Ensure that all posts comply with relevant laws and regulations, including those related to intellectual property and data protection.
- **Consider Future Implications:** Be aware that what is posted online can remain accessible indefinitely and could be seen by potential employers and other stakeholders.

## Escalation of concerns

Concerns regarding breach of these guidelines should be escalated to the Director of Marketing for appropriate action or resolution.

## UNIVERSITY POLICIES

### University Policies

This chapter provides an overview of the key policies that guide the operation of the university and ensure a safe, respectful, and productive environment for all students, faculty, and staff.

### Maintenance Policy

Galgotias University has systems and procedures in place to maintain and use physical and academic facilities, such as libraries, gymnasiums, computer labs, and central facilities. Maintenance of these facilities is carried out by the respective departments with the help of in-house staff on a daily or periodic basis and through Annual Maintenance Contracts (AMC). A supervisor oversees and maintains the physical facilities as well as housekeeping.

### E-Governance Policy

#### Objectives:

- Implementing e-governance in various functions of the institution.
- Achieving efficiency in our functioning.
- Promoting transparency and accountability.
- Achieving paperless administration of the institution.
- Facilitating online internal and external communication between various entities of the institution.
- Providing easy access to information.
- Making the institution visible globally.

### Internal Complaint Committee (ICC) Policy/Regulations

"Sexual Harassment" includes unwelcome behaviour of sexual nature (whether directly or by implication) such as

- Physical contact and advances.
- A demand or request for sexual favors.
- Sexually colored remarks.
- Showing pornography.
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

### Environmental Policies

Galgotias University is committed to reducing the environmental impact of its activities, preventing pollution, and promoting the sustainability of natural resources. The University is dedicated to continuous improvement in environmental performance and adherence to all applicable environmental laws and regulations.

### Placement Policy

Students interested in appearing for placement drives (on/off-campus) must be registered with the Career Planning & Development Division (CPDD). Students must ensure that their data entered with the CPDD office is correct. Meeting the required eligibility criteria of companies is the student's responsibility. Providing false information about marks or backlogs during campus recruitment will be considered a LEVEL 3 offense, resulting in three black dots and the revocation of any job offers.

## **Examination Rules & Regulations**

All academic programs at Galgotias University are governed by rules and regulations approved by the Academic Council. These rules apply to all students from the academic session 2019-20 onwards. Students admitted prior to 2018-19 shall be governed by existing rules during that period. These rules are available on the University website.

## **Grievance Redressal Policy/Regulations**

The University has a mechanism for redressal of grievances related to academic and non-academic matters, such as victimization, attendance, fee charges, and harassment by students or teachers.

## **Policy for Alumni Members**

The University facilitates and encourages educational, social, and cultural relations among its alumni, providing a common platform for former members to share knowledge, experiences, and fellowship.

## **Gender Sensitization Policy**

Galgotias University promotes awareness and insight for gender equality. The policy addresses sexual offenses, including harassment, molestation, exploitation, voyeurism, stalking, sexual gestures, intimidation, and discrimination, urging the community to break the 'culture of silence.'

## **Green Campus Policy**

The University promotes an environmentally friendly campus, encouraging sustainable practices and eco-friendly systems. It aims to redefine its green culture and promote environmental ethics among students and staff.

## **Intellectual Property Rights (IPR) Policy**

The IPR policy fosters innovation and creativity, providing a framework for protecting creations of the mind, such as inventions, literary and artistic works, and symbols used in commerce. It ensures recognition or financial benefit from these creations.

## **Information Technology (IT) Policy**

Galgotias University's IT policy ensures the maintenance, security, and legal use of its information technology infrastructure. It establishes strategies and responsibilities for protecting the confidentiality, integrity, and availability of information assets.

## **Policy on Award of Scholarship and Freeship**

The University offers scholarships to meritorious candidates based on academic performance, entrance test scores, and exemplary skills in sports, performing arts, or literary skills.

## **Regulations / Directives for Banning Ragging & Anti-Ragging Measures**

The University has stringent anti-ragging measures to root out ragging in all its forms and strict punishments for defaulters.

## **Seed Grant Policy**

The Seed Grant scheme stimulates competitive research in strategic areas, promotes innovative product development, and facilitates the start of research programs that can develop into self-sustaining ecosystems.

## **Research Policy**

The University supports a research culture and advancement by promoting research in frontier areas of science, engineering, and humanities. It encourages undergraduate, postgraduate, and doctoral candidates to undertake multidisciplinary research.

## **Research Mandate**

The University mandates at least one refereed journal publication per semester by each faculty member, active funding projects, and a percentage of faculty with consultancy projects.

## **Ethical Policy**

The University's research ethics policy reflects principles of good research conduct and governance, ensuring the good conduct of all research undertaken by its staff and students.

## **Interpretation**

Any questions regarding the interpretation of these rules and regulations shall be decided by the university, whose decision shall be final and binding on the student in the matter. The university shall also have the power to issue clarifications to remove any doubt, difficulty, or anomaly that may arise regarding the implementation of these regulations.

The university is committed to the continuously improving these policies to meet the evolving needs of our students and the broader community. The university regularly reviews and updates its policies to ensure they remain relevant and effective.

*For detailed information on each policy, please visit the university's website or reach out to the Registrar's office.*

## SCHOOL'S ORGANISATIONAL STRUCTURE

Understanding the school's organizational structure is key to navigating your academic journey and engaging with the various departments and services available to you. This structure outlines the roles and responsibilities of faculty, administrative staff, and support services, ensuring clear communication and efficient management within the university.

### Dean

The dean is the head of the school, responsible for managing, planning and leading all tasks to achieve the objectives of the School. The Dean ensures discipline and fosters academic and research growth. When coordinators, division chairs, or program chairs cannot resolve problems or difficulties, students can seek assistance from the Dean.

- Administer and monitor activities of the school in accordance with the rules of the University.
- Monitor the performance of Division Chair(s)(DC's) and Program Chairs(PC's)
- Schedule academic and professional activities of the school
- Analyze results, counsel faculty, and evaluate their performance.
- Inspect labs, and purchase of lab-related items and develop the curriculum.
- Review faculty's student feed-back data
- Manage the accreditation process.
- Motivating faculty for academic activities such as training program/workshop/conference etc.
- Conduct of Board of Studies (BoS) meetings.
- Monitoring and improving teaching, learning, research and projects-based learning.
- Foster morale and team spirit within the school

### Division Chair

Division Chair (DC) leads a group of faculty members who specialize in similar areas of study. Each division is responsible for the functioning of its related laboratories. The DC is committed to improving teaching, learning, research, project, and skill development activities. Students can approach the DC for the utilization of laboratory resources and other division-related needs. It is essential for students to be familiar with all divisions and their respective DCs.

- As an administrative head of a division, s/he administers, monitors, supervises and evaluates division activities.
- Monitor the lab experiments, update manual, maintain equipment and provide training for experiments.
- Organizing guest lectures, workshop, training programs, panel discussions and faculty development programs.
- Motivate faculty for research and publications, industry visits, research lab visit, attending industry training, arrange industry visit for students.
- Apply for sponsored/funded projects.
- Monitor the faculty members for completeness of course file, teaching material and assignment.
- Processing leave and arranging substitute faculty for lecture if required.
- Maintain division profile and records and prepare reports on academic and professional activities

### Project Co-ordinator

A coordinator is a faculty in-charge for executing specific school tasks. Committees, often headed by coordinators, may be formed by the Dean to handle tasks such as CAT examinations, student projects, and research activities. Students can approach the appropriate coordinator for updated information on specific events or tasks. For example, they can approach the server coordinator for website-related queries or the timetable coordinator for timetable information. It is crucial for students to know the names of their school's coordinators to receive appropriate guidance.

- Work in consultation with the Dean
- Prepare circular for student's project and evaluation methods
- Oversee registration process for student projects
- Make panels and schedule for internal review of projects and compile the marks after the review process
- Conduct review process by external experts compile the final marks and submit to Program Chair (PC).

### **Program Chair**

A program chair is responsible for all aspects of a program, maintaining the overall health and effectiveness of the program. The curricula, credits, examination, and results of a program are the focus of his/her responsibility. A student first meets the Program Chair for any academic query related to course, syllabi, marks, course registration, examinations, etc.

- Finalize the theory, laboratory and other courses to be offered in a semester and submit to dean
- Collect the options of teaching courses through DCs and give it to course coordinator for processing
- Handling students for their program related queries.
- Schedule and supervise the quality circle meeting along with feedback coordinator and submit report to Dean.
- Prepare the results of MTE and participate in result analysis with dean
- Monitor the outcome of the meeting by course in-charge along with course coordinator.
- Organize comprehensive viva for students
- Liase with the Controller of Examination (COE) for academic query and requirement





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