

CHAPTER - II

ADMISSION, ENROLMENT AND CONTINUANCE OF STUDIES

2.01 Admission

2.01.01 Admission notice: Notice for admission into the different academic programmes of the University shall be issued by the Controller of Examinations through newspapers at least three months ahead of the date fixed for the commencement of the academic year. The same shall also be put up in the official website <http://www.giet.edu>

2.01.02 Admission procedure: The application for admission in prescribed forms only, duly filled in and completed in all respects, must reach the admission cell on or before the last date specified for the purpose.

2.01.03 Minimum admission requirement for various degree programme:

Subject to modifications based on decision made by the Academic Council and Board of Management as per UGC & AICTE guide lines from time to time the qualification for admission into various degree programmes in the University shall be as shown in table.

There shall be provision for direct admission for a limited number of NRI / FN students and the courses where entrance examinations are usually not conducted. Details of criteria for admission shall be as per provisions of the rules formulated for the purpose.

The changes made shall be incorporated in the Prospectus for the programmes.

Programme	Eligibility
B. Tech. in 1) Civil Engineering 2) Construction Engineering & Management	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the following subjects namely Chemistry / Biotechnology / Biology Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together. Qualified in JEE mains/OJEE A Pass CHSE 2019 or its equivalent recognized by GIET-U
B.Tech. in 1) Computer Science and Engineering 2) Computer Science & Technology	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the following subjects namely Chemistry / Biotechnology / Biology/ Technical vocational subject Electronics/ Computer science/Information Technology /statistics Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together. Qualified in JEE mains/OJEE A Pass CHSE 2019 or its equivalent recognized by GIET-U
B.Tech. in 1) Electrical Engineering 2) Electrical and Electronics Engineering	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the following subjects namely Chemistry / Biotechnology / Biology/ Technical vocational subject Electronics/ Computer science/Information Technology /statistics as an optional subject Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together. Qualified in JEE mains/OJEE A Pass CHSE 2019 or its equivalent recognized by GIET-U A Pass CHSE or its equivalent recognized by GIET-U with PCM (Phys, Chem and Math) subjects
B. Tech. in 1) Electronics and Communication Engineering 2) Electronics and Computer Science Engineering 3) Robotics & Automation	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the following subjects namely Chemistry / Biotechnology / Biology/ Technical vocational subject Electronics/ Computer science/Information Technology /statistics as an optional subject Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together.

	<p>Qualified in JEE mains/OJEE A Pass CHSE 2019 or its equivalent recognized by GIET-U A Pass CHSE or its equivalent recognized by GIET-U with PCM (Phys, Chem and Math) subjects</p> <p>A Pass CHSE or its equivalent recognized by GIET-U with PCM (Phys, Chem and Math) subjects</p>
<p>B. Tech. in</p> <p>1) Mechanical Engineering</p> <p>2) Aerospace Engineering</p> <p>3) Agriculture Engineering</p>	<p>Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the following subjects namely Chemistry / Biotechnology / Biology/ Technical vocational subject Electronics/ Computer science/Information Technology /statistics as an optional subject</p> <p>Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together.</p> <p>Qualified in JEE mains/OJEE A Pass CHSE 2019 or its equivalent recognized by GIET-U A Pass CHSE or its equivalent recognized by GIET-U with PCM (Phys, Chem and Math) subjects. A Pass CHSE or its equivalent recognized by GIET-U with PCM (Phys, Chem and Math) subjects</p>
<p>B. Tech. in</p> <p>1) chemical Engineering</p> <p>2)Petrochem & Petroleum refinery</p>	<p>Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the following subjects namely Chemistry / Biotechnology / Biology/ Technical vocational subject Electronics/ Computer science/Information Technology /statistics as an optional subject</p> <p>Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together.</p> <p>Qualified in JEE mains/OJEE. A Pass CHSE or its equivalent recognized by GIET-U with PCM (Phys, Chem and Math) subjects</p> <p>Qualified in JEE mains/OJEE</p> <p>A Pass CHSE or its equivalent recognized by GIET-U with PCM (Phys, Chem and Math) subjects</p>
<p>B. Tech. in</p> <p>1) BioTechnology</p> <p>2)Food Engineering &Technology</p>	<p>Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the following subjects namely Chemistry / Biotechnology / Biology/ Technical vocational subject Electronics/ Computer science/Information Technology /statistics as an optional subject</p> <p>Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together.</p>

	<p>Qualified in JEE mains/OJEE A Pass CHSE 2019 or its equivalent recognized by GIET-U A Pass CHSE or its equivalent recognized by GIET-U with PCM (Phys, Chem and Math) subjects</p> <p>Qualified in JEE mains Passed 10+2 with PCMB (Phys, Chem and Math/Biology) subjects with atleast 45% general and 40% SC&ST through OJEE A Pass CHSE or its equivalent recognized by GIET-U with PCMB (Phys, Chem and Maths/ Biology)</p>
M.Tech. in 1) Structural Engineering	<p>A Candidate must have passed or appearing in 2019, Bachelor's Degree of examination (B.Tech)/AMIE/MSc) in the relevant field from any University of Odisha or from an AICTE approved Institute or from a recognized University as defined by UGC. Candidates applying for M.Tech. Programmes may seek admission through PGAT or conducted by OJEE /based on valid GATE score on GATE category or based on the performance in the University entrance examinations. The candidate should have obtained at least 50% marks (45% in case of candidate belonging to SC/ST category) at the qualifying examination</p>
2) Machine Design 3) Manufacturing Engineering 4) Heat Power & Thermal Engg	<p>BE/B.Tech. or equivalent Bachelor's degree in Mechanical, Production, Aerospace, Aeronautical, Metallurgy, Civil, or in any other relevant Engineering discipline. M.Tech. Programmes may seek admission either based on valid GATE score on GATE category or based on the performance in the University entrance examinations.</p>
5) Power Electronics	<p>B.E. / B.Tech. / AMIE/ AMIETE in Electronics/ Electrical/ Instrumentation Engineering or M.Sc. in Electronics/ Instrumentation/ Physics (Electronics as specialization)/ AMIETE with a minimum of 50% marks in aggr. M.Tech. Programmes may seek admission either based on valid GATE score on GATE category or based on the performance in the University entrance examinations.</p>
6) Electronics & Communication Engg.	<p>B.E. / B.Tech. / AMIE/ AMIETE in Electronics/ Electrical/ Instrumentation Engineering or M.Sc. in Electronics/ Instrumentation/ Physics (Electronics as specialization)/ AMIETE with a minimum of 50% marks in aggr</p>
7) Computer Science & Engg	<p>B.E. / B.Tech./AMIE/AMIETE in CSE/IT/ECE/allied subjects or MCA or its equivalent or M.Sc. in Computer Science / IT / Electronics / Mathematics / Statistics, Candidates selected under GATE must possess a valid GATE score in CS. Or OJEE-PGAT</p>

8) BioTechnology	<p>i) B.E. / B. Tech. degree in Food Engg. / Food Process Engg. / Food Technology/ Agricultural Engg. / Mechanical Engg. / Chemical Engg / Biotechnology or related fields. (The B.Tech. / B.E. programme completed by the candidate should satisfy the AICTE requirements).</p> <p>ii) 02 years M.Sc. in Food Technology/ Food Processing Technology .</p>
9)Chemical Engineering	B.Tech./B.E. in Chemical Engineering/ Polymer Science and Technology/ Fiber Science and Technology/ Textile Technology/ Plastic Technology;/ Master of Science in any discipline from a recognized Institutions or having Chemistry as one of the subject in the Bachelor Degree
10) M.Sc. in Life science	Any Science graduate with Life Science at +2 level is eligible to take admission in M.Sc. Life Science course, should have 45% in Honours or 50% in aggregate A Pass in the relevant Bachelor's degree of minimum three years duration from any University of Odisha or from a recognized University as defined by UGC/AICTE
11) M.Sc. in Chemistry	A pass in Bachelor's degree B.Sc (3yrs) after 10+2 with Major/Honors in chemistry and having Physics and Mathematics as subsidiary subjects. should have atleast 45% in Honours or 50% in aggregate
12)M.Sc. in Mathematics	A pass in B.Sc (Mathematics) or with, both Statistics and Computer applications. Candidates with Statistics must have Mathematics as subsidiary course. should have atleast 45% in Honours or 50% in aggregate, Must have studied minimum 400 Marks in Math, SC/ST (5% Relaxation)
13) M.Sc. in Physics	A Pass in with 50% in aggregate in B.Sc. with Physics having Mathematics as one of the subsidiary subjects.
14)M.sc in Botany	A Pass in with 50% in aggregate in Bachelor's Degree with Biology subject and Physics, Chemistry as allied subjects /Botany and Chemistry / Zoology/Biological Tech. & Specimen Preservation/Sericulture, Must have studied minimum 400 Marks in Botany
15) M.Sc in Zoology	A Pass in with 50% in aggregate Bachelor's Degree with Biology subject and Physics, Chemistry as allied subjects Zoology and Chemistry/ Botany/ Biological Tech. and

	Specimen Preservation/ Sericulture/ Industrial Fish and Fisheries
16) M.A. in English	Graduate in any discipline, With at least 200 marks in English in the Qualifying Examination
17) M.A. In Social Work	Graduate in any discipline
18) M.A. Economics	Graduate in any discipline or B.A. Economics/ Must have studied minimum 400 Marks in Economics
19) M.A. IRPM	Graduate in any discipline, B.A/B.Sc./B.Com/ BBA/BCA/BES/ BIT, Honours in any subject as per eligibility OR 50 %in aggregate, SC/ST (5% Relaxation)
20) M.A. Psychology	Graduate in any discipline
21) M.B.A/IMBA	Candidates must have passed 50 %in aggregate, SC/ST (5% Relaxation) or appearing in 2019, the Bachelor's Degree examination of minimum three years duration from any University of Odisha or from a recognized University as defined by UGC/AICTE. There is no age limit for admission to MBA course. Candidates must have appeared OJEE for MBA Programme or may seek admission on the basis of CAT/ MAT /XAT/ATMA/GMAT/CMAT score and the score of the Test should be valid till the day of Personal Interaction
22) M.C.A	Candidates must have passed or appearing in 2019, the Bachelor's Degree examination of minimum three years duration in any discipline from any University of Odisha or from a recognized University as defined by UGC and must have passed in Mathematics at 10+2 level or at Graduate Level and must have appeared OJEE for If the candidate has passed BCA/ BSc(IT/CS/IST/ITM) with mathematics as a subject, he/she may appear in the entrance test without Mathematics at 10+2 level. There is no age limit for admission to MCA course.
23) B.Sc. in Chemistry	A pass in 10+2 CHSE (Science stream)
24) B.Sc. in Mathematics	A pass in 10+2 CHSE (Science stream)
25) B.Sc. in Physics	A pass in 10+2 CHSE (Science stream)
26) B.Sc (Ag.)	A pass in 10+2 CHSE (Science stream),PCB/PCM with 50% marks . Selection of candidates will be based on the performance of GIET-U entrance examination and also career 50% marks.

27) B.Sc ITM	A pass in 10+2 CHSE (Science stream),
28) B.B.A.	A pass in 10+2 CHSE
29) B.A liberal Arts	A pass in 10+2 CHSE
30) B.A. Tribal Development	A pass in 10+2 CHSE
31) B.A. Political Career	A pass in 10+2 CHSE

2.02 Reservation of Seats

2.02.01 Subject to revision from time to time, the Board of Management, on the recommendation of the Academic Council, shall determine and prescribe reservation of seats, maintaining consistency with the Govt. of India & Odisha rules, for admission into different degree programmes of the University.

2.02.02 Filling up of reserved seats remaining vacant:

If any seat reserved either for SC or ST remains unfilled, then the unfilled seats reserved for SC candidates should be filled by admitting ST candidates and vice versa. After carrying out the above exercise if any reserved seats are left unfilled under any category these shall be open for general admission.

2.03 Screening and selection of candidates for admission to different degree programmes

A committee called the GIET University Entrance Examinations (GIETUEE) Committee constituted by the Registrar with faculty members shall be responsible for organizing the Entrance Examinations for UG & PG admissions with the assistance of the Office of the Controller of Examinations and shall prepare the merit lists for approval by the Vice-Chancellor.

a) For all programmes/ Courses :

There shall be a central Admissions Committee (CAC) to oversee the admission process for the all programmes/Courses with the help of BSH & Non teaching staff as Members, and the Registrar as the Member Secretary. The Committee shall constitute a Screening cum Selection Committee (SSC)

with minimum one faculty member from each of the departments of different School of Engineering as members.

The SSC shall be responsible for screening of the applications of the candidates based on the prescribed entrance qualifications and preparation of the merit lists. The merit lists shall be prepared based on the ranks obtained in the respective entrance examinations conducted by the JEE main /OJEE/GIETU in the year of admission.

2.04 Admission

2.04.01 Admission of newly selected candidates into a degree programme:

A candidate selected for admission to a degree programme shall be admitted on payment of the requisite fees on specified date(s) of admission. In the event of the failure of such a candidate to pay dues on the specified date(s) and time the student shall forfeit the seat and the seat falling vacant shall be filled up from the waiting list in the order of merit. The candidate must be present in person at the place of admission/ enrollment for necessary admission process on such date(s) as may be notified.

2.04.02 Gap Certificate:

In case of a gap of one year or more between the completion of the qualifying degree programme and the year of admission at the University the candidate must produce a Gap Certificate or an Affidavit specifying his/ her reason during the gap period.

2.04.03 Allocation of Discipline in B. Tech programme:

The allocation of discipline to a candidate admitted to the B. Tech programme shall be done at the time of admission based on his/ her preference, his/ her position in the list of selected candidates, and availability of seats.

2.04.04 Medical fitness:

Admission to any of the under-graduate programmes of the University shall be subject to the candidate's being declared medically fit by the University Medical Officer or a Medical Board constituted by the University for

the purpose. Necessary fees as prescribed by the Academic Council shall have to be paid by the candidates for such test.

Candidates must be physically fit, with no physical defect or incapacity. Myopia or myopic astigmatism of sight, corrected by lens not exceeding 8.00 power, is admissible.

2.04.05 Fees:

The fees and other charges etc. to be paid by the candidates shall be decided by the Academic Council from time to time and the same will be incorporated in the Prospectus.

2.05 Semester Course Registration

2.05.01 Pre-registration: Before the end of every semester, as specified in the Academic Calendar, each department shall declare the courses to be offered in the following semester. Each of the students who are to continue in the programme in following semester shall fill-up a pre-registration form indicating the courses he/ she intends to register for in that semester.

2.05.02 Course Registration: At the beginning of every semester a student shall enroll himself/ herself by filling-in the prescribed Course Registration form and paying the prescribed fee for the purpose in person on the date(s) specified along with the necessary clearance certificate (Form ..). The date of registration can be extended by the Controller of Examinations for a period not exceeding 7(seven) days with a late fine. Under extraordinary circumstances arising due to serious illness, natural calamities, *bandhs* resulting in restriction of movement of the students, the Controller of Examinations may allow such student to take admission in absentia within the prescribed period. However, in case of serious illness, certificate from District Medical Officer and in case of natural calamities/ *bandhs* certificate from the Deputy Commissioner/Sub-Divisional Officer (Civil) must be produced. No further extension of time shall be allowed under any circumstance.

2.05.03 Course Registration: The student shall register for the course/ project/ research work(s) for that semester by filling-in the registration form. A Course Adviser appointed by the Head of the Department shall assist the

student in the selection of the courses for the semester. The registration form duly signed by the student and countersigned by the course advisor and the HoD shall be submitted to the Controller of Examinations. One copy each of the form shall be made available to the Coordinator of Students Welfare, Head of the Department, and the student concerned.

2.05.04 Addition / Deletion / Conversion of Courses: A student shall be allowed to make changes in the list of registered courses in the form of addition, deletion, or conversion (Audit to Credit or vice-versa) of courses up to a date specified in the Academic Calendar.

2.06 Transfer of credit from other Universities

a) A student having already completed some course work of an equivalent academic programme in another university enrolls in a programme at GIET University, he/ she may apply for transfer of the course credits of the courses completed subject to a maximum of 25% of the minimum credit requirement of the programme at GIET University provided that the following requirements are met:

- i. The university from where the concerned courses have been completed is recognized by UGC.
- ii. The courses in question are relevant to and of the same level as that of the programme at GIET University in which the student is enrolled.
- iii. The GIET University equivalence of the grades and the equivalence of the credits shall be worked out for the various universities by a committee appointed by the Academic Council. The Committee shall study the credit norms of the universities to arrive at these.
- iv. There should not be any backlogs or a break of more than one year between the undergoing of the courses concerned at the university where these have been done and enrollment at the GIET University.
- v. Submission of the migration certificate or an application through the Controller of Examinations of GIET University to the

concerned authority in the previous university for issue of the migration certificate.

- b) If the requirements a (i) to a(iv) above are fulfilled, the candidate may apply in prescribed format to the HoD at the time of admission. The HoD shall forward the same to the Registrar with his/ her recommendations. The Registrar after due considerations shall forward its recommendations to the Vice-chancellor for his/ her approval.
- c) The Registrar shall also recommend the exemption in the period of candidature (if any) of the student taking into account the credit transferred.

2.07 Class attendance

2.07.01 Maintenance of record: In each course the teacher concerned shall maintain record of the students' attendance in the prescribed Attendance Register and submit the record to the Head of the Department along with the grade sheet. The HoD shall monitor the attendance of all the courses offered by the department. The teacher shall have the Attendance Register scrutinized by the HoD before the mid-term and Semester End Examinations who shall report the matter to the Registrar in case of any adverse situation.

2.07.02 Minimum attendance requirement: A student shall be required to maintain a minimum of 80 % attendance separately for the theory and the practical components in each course, failing which, he/she shall not be allowed to appear in the Semester End Examination and shall be awarded 'W' grade in that course. It shall be the responsibility of a student to ensure that his/her attendance requirement does not fall short of the minimum fixed.

2.07.03 Notification regarding class attendance: The record of class attendance for every course shall be maintained by the concerned teacher(s) till 3 days prior to the date of commencement of the end-term examination and the names of the students whose percentage of attendance falls short of the prescribed minimum shall be notified two days prior to the commencement of the end-term examination with intimation to the Head of the Department/ Dean Academic/ Controller of Examinations.

2.08 Student Counseling

2.08.01 Undergraduate students:

The Chief Proctor shall be responsible for organizing the Counseling System and its proper functioning. At the beginning of the Academic Session, the Coordinator in consultation with the Principal/Dean School of Engg./ Heads of the Departments shall prepare a list of Students Counselors from the amongst the faculty members and place under each of them a group of 20 to 25 newly admitted students for counseling purpose both in academic and non-academic matters according to prescheduled proctor plan . Each counselor shall maintain personal records in respect of each student's academic progress, deficiencies in studies, as well as involvement in co-curricular and extra-curricular activities. The student shall apprise his/her counselor as and when he/ she is faced with any kind of difficulty. The counselor shall advise the student on overcoming his/her difficulties. When the need arises he/ she shall consult the chief proctor the Principal School of Engg , the Head of the Department, a faculty member concerned, or any other official to help sort out the matter.

The student's proctors as members and the Chief Proctor as the Chairman shall constitute the Under Graduate Students Counseling Committee (UGSCC). A meeting of the Committee shall be convened at least once in a week to review the functioning of the counseling system and also to sort out the general problems faced by the students.

2.08.02 Postgraduate student counseling/ advisory system:

The *Departmental Advisory Committee (DAC)* shall counsel/ advise the students in both academic and non-academic matters.

2.09 Release of a student from the University:

A student who wants to leave the school during or after a semester or on completion of his/her programme shall be officially released by the Controller of Examinations on production of clearance certificates in a prescribed form and return of the Identity Card by issuing a release order. Copies of the release order shall be sent to the Registrar / Dean Academic/Principal/Dean School of Engg / Chief Proctor / HoD concerned/ /

Accounts Officer/ Librarian/ Hostel Warden/

2.10 Readmission:

A student who leaves a programme after completion of the requirements of at least 1(one) semester and with a written permission from the Registrar will be readmitted after a break of not more than four semesters on payment of prescribed readmission fees. Such a student shall apply for readmission to the Controller of Examinations through the Head of the Department and the Principal/Dean School of Engg. He/ she must also produce a Gap Certificate or an Affidavit specifying his/ her reasons during the gap period.

If allowed readmission, the credits earned by the student earlier shall be credited to him/her. In case of change in the curriculum structure of the programme during the break period, the relevance of the earlier completed courses and the equivalent credit for the courses shall be worked out by a committee constituted by the HOD of the concerned school/Department.