

**OFFICE OF THE REGISTRAR**  
**GIET UNIVERSITY**  
**GUNUPUR – 765 022, Dist. Rayagada, Odisha, India**

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Ref No: 4421 /GIETU/2022

Date-26/12/2022

**Notice**  
**(For attention of all students)**

1. It is advised to all students to come with proper dress code like prescribed uniform, shoe etc.
2. It is observed that there is massive usage of mobile phones in academic blocks by students. All students are advised not to use mobile phone in the academic areas.
3. If any student will be found using mobile phone in the Academic Area, his/ her **mobile phone will be seized for one semester whereas the SIM card will be returned on request.**
4. No student is allowed to attend neither the classes nor staying in the Hostels without completing their registration for the semester before the scheduled date.
5. 80% attendance is mandatory to attend the cycle Test and Semester End Examinations.
6. It is further decided that if any student is physically absent in the class, then he/she will be marked as absent whatever may be the reason. Attendance of these days (if approved officially) will be counted only before the various examinations.
7. If any student remains absent for three consecutive days in the class, then the information will be shared with parent.
8. Attendance will be counted from the date of commencement of classes as per the Academic Calendar.
9. It is decided that the students availing Medical leave, should submit their medical certificate and approved leave application through proper channel to the class teacher within 07 days of reporting.
10. Students have to appear two Class Tests and Two Cycle Tests for each subject.
11. It is decided that from upcoming Even Semester 2023, no recycle test / Continuous Evaluation will be conducted. If any student fails or remain absent, then his/her result will be published with F(i) signifying Internal Fail and the student has to appear the same with their juniors as a back paper by paying an amount of Rs.300/- per subject.
12. If the result of any student is withheld in the previous semester, then without clearing the required Academic Activity/dues, he/she will not be allowed for classes / appearing the current semester examinations.
13. As per new timing it was decided that the lunch break is restricted to one hour and the girls (hostellers) will take their lunch at Mechanical Block (1<sup>st</sup> Floor) whereas the day scholars can bring their lunch box and have it at MBA Auditorium. Further it was informed that if any student wants to take lunch in Canteen, it will be provided with a subsidized amount of Rs.50/- per meal which can be paid at the end of the month with prior approval of the Authority.
14. On Sundays and holidays, the students can have their lunch in their respective hostels.

*MVB Rao*  
Registrar 26/12/2022  
GIET University, Gunupur

Copy to:

1. Vice-Chancellor for kind information.
2. Dean Academic / Controller of Examinations for information and necessary action.
3. All Deans / All Heads of the Department SoET / HoD, SoS / HoD SMS for information and necessary action.
4. Asst. Dean (Administration), SoAg for information and necessary action.
5. All Asst. HoDs SoET / Asst. HoD MCA and BCA for information and necessary action.
6. All B.Tech Batch Coordinators, SoET / Coordinator, SoS / Coordinator, SMS / Coordinator SoAg / IQAC Members / Central Timetable Coordinator for information and necessary action.
7. File

*NVdco*  
*26/12/20*  
Registrar  
GIET University  
Gunupur



# OFFICE OF THE REGISTRAR GIET UNIVERSITY, GUNUPUR

Ref. No.: 4422/GIETU/22

Date: 08-12-2022

## CLASS TIMING

For smooth and effective management of Administrative, Academic and R&D activities, the class timings (Even Semester 2022-23) are scheduled as follows with effect from 03-01-2023.

### SoET: 1<sup>st</sup> Year B. Tech

1 <sup>st</sup> Shift	07:30 AM	08:30 AM	09:50 AM	10:50 AM	12:00 PM	01:00 PM
	08:30 AM	09:30 AM	10:50 AM	11:50 AM	01:00 PM	02:00 PM
2 <sup>nd</sup> Shift	12:00 PM	01:00 PM	02:10 PM	03:10 PM	04:20 PM	05:20 PM
	01:00 PM	02:00 PM	03:10 PM	04:10 PM	05:20 PM	06:20 PM

### SoET: 2<sup>nd</sup> and 3<sup>rd</sup> Year B. Tech

08:40 AM	09:40 AM	11:00 AM	12:00 PM	LUNCH BREAK	02:10 PM	03:10 PM	04:20 PM	05:20 PM
09:40 AM	10:40 AM	12:00 PM	01:00 PM		03:10 PM	04:10 PM	05:20 PM	06:20 PM

### SoET: 4<sup>th</sup> Year B. Tech

02:10 PM	03:10 PM	04:20 PM	05:20 PM
03:10 PM	04:10 PM	05:20 PM	06:20 PM

### SoMS: BBA and MBA

08:40 AM	09:40 AM	11:00 AM	12:00 PM	LUNCH BREAK	02:10 PM	03:10 PM	04:20 PM	05:20 PM
09:40 AM	10:40 AM	12:00 PM	01:00 PM		03:10 PM	04:10 PM	05:20 PM	06:20 PM

### SoAg: B. Sc (Ag) and M. Sc (Ag)

08:40 AM	09:40 AM	11:00 AM	12:00 PM	01:00 PM	LUNCH BREAK	03:10 PM	04:10 PM
09:40 AM	10:40 AM	12:00 PM	01:00 PM	02:00 PM		04:10 PM	05:10 PM

### SoS: BCA, MCA and M. Sc

02:10 PM	03:10 PM	04:20 PM	05:20 PM
03:10 PM	04:10 PM	05:20 PM	06:20 PM

*NN Odia*  
Registrar *26/12/22*

GIET University, Gunupur

Registrar  
GIET University  
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*Copy to:*

1. Vice-Chancellor for kind information.
2. Dean Academic / Controller of Examinations for information.
3. Dean (School of Agriculture) / Dean (School of Management Studies) / Dean (School of Engineering & Technology) / Deputy Dean (Computational Science) for information and necessary action.
4. Head of all Departments (BSH, BT, ChE, CE, CSE, EE & EEE, ECE, ME, MBA and MCA & BCA) for information and necessary action.
5. Assistant Dean (Administration), SoAg for information and necessary action.
6. Professor I/C Student Affairs and Grievance Cell / Professor I/C T&P for information and necessary action.
7. Central Timetable Coordinator for information and necessary action.
8. Batch Coordinators (B. Tech – 4<sup>th</sup>, 3<sup>rd</sup>, 2<sup>nd</sup> & 1<sup>st</sup> Year), SoET / Coordinator, SMS / Coordinator, SoAg / Coordinator, SoS for information and necessary action.
9. Transport Manager for information and necessary action.
10. Guard File.