

STUDENT HANDBOOK



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**GANDHI INSTITUTE OF ENGINEERING
AND TECHNOLOGY UNIVERSITY,
ODISHA, GUNUPUR**



GIET UNIVERSITY

Gunupur-765022, Dist:-Rayagada, Odisha

VISION

To be a renowned and Globally Recognized University giving importance to academic excellence with latest technology, Research, Innovation and Entrepreneurial Attitude

MISSION

1. To create innovative and committed work force to cater to the societal, environmental and economic needs of the Nation.
2. To promote Education and Research Globally at par with the international standards
3. To prepare the future leaders with latest skills befitting to become Entrepreneurs or Employable.
4. To support and uplift the meritorious students of this Tribal Area to represent as an Ambassador in all forums as a part of our social responsibility.



Student Handbook

This Handbook has been designed to provide a comprehensive overview of the academic framework, policies, and requirements governing all programmes at the University. It serves as an essential resource to guide students through the academic journey, outlining key milestones, course structures, and institutional procedures necessary for the successful completion of their degree programmes.

Students are expected to follow this Handbook alongside the University's Academic Ordinances, which establish the foundational policies and regulatory frameworks for Undergraduate education. Adherence to the academic guidelines, including course registration, attendance, assessment protocols, and promotion criteria, is imperative for academic progression and success.

Any revisions or updates to the policies or information contained in this Handbook during the academic year will be communicated to students in a timely manner to ensure alignment with institutional requirements.

We trust that this Handbook will serve as a valuable tool in navigating your academic responsibilities and enhancing your overall experience at Gandhi Institute of Engineering and Technology University. We wish you the very best in your academic endeavours and look forward to supporting your growth and achievements during your time at GIETU.

About Gandhi Institute of Engineering & Technology University

Gandhi Institute of Engineering & Technology University (GIETU), established in 1997 under the aegis of Vidya Bharati Educational Trust, stands as a distinguished centre of academic excellence in Gunupur, Odisha. Over the years, it has grown to be of the premier technical institutions of India, committed to advancing education, innovation, and research. Spanning 113 acres, GIETU's expansive campus is equipped with state-of-the-art laboratories, modern workshops, and one of the largest air-conditioned libraries in the state, fostering a conducive environment for academic and personal growth. Currently, the University accommodates over 5,000 students and 900 faculty and staff members, with comprehensive residential facilities that promote a vibrant academic community.

GIETU offers a wide spectrum of undergraduate, postgraduate, and doctoral programmes across diverse disciplines, reflecting its multidisciplinary approach to higher education. The University boasts 17 undergraduate programmes, 12 M.Tech specializations, and a range of master's degrees; including MBA, MCA, MA, and M.Sc., as well as bachelor's degree; including BBA and BCA. Engineering disciplines at GIETU encompass Biotechnology, Electronics and Communication Engineering, Mechanical Engineering, Computer Science and Engineering, Civil Engineering, Chemical Engineering, and several others, aligning with industry demands and technological advancements.

Structured into specialized schools – the School of Engineering and Technology, School of Management Studies, School of Sciences, School of Agriculture, School of Humanities and Social Sciences, and School of Nursing – GIETU offers a comprehensive academic experience. This structure ensures that students receive focused training and hands-on learning, preparing them to excel in their chosen fields. The University's commitment to academic excellence is reflected in its accreditations. GIETU holds an 'A' grade from the National Assessment and Accreditation Council (NAAC) with a commendable CGPA of 3.26. The National Board of Accreditation (NBA) has consistently recognized its programmes, reinforcing the University's reputation for delivering quality education. Apart from this the University has obtained NIRF rankings under 251-300 band in 2022 and 201-300 in 2024.

The University's motto, "EXCELLENCE - OUR ESSENCE," underscores its unwavering pursuit of quality. This philosophy drives GIETU's high placement rates and the remarkable achievements of its alumni, who are making significant contributions across 46 countries. The institution draws students from across India and abroad, attracted by its robust academic framework, experienced faculty, and superior infrastructure.

At the core of GIETU's mission is a dedication to research and innovation. The University nurtures a strong research culture by encouraging students and faculty to engage in transformative projects, leading to patents and publications in reputable journals. National and International seminars, conferences, and workshops are integral parts of campus life, fostering continuous learning and collaboration. GIETU's infrastructure reflects this commitment, with a 24-hour air-conditioned library, a fully Wi-Fi-enabled campus, and extensive software and digital resources that support rigorous academic endeavours.

Beyond academics, GIETU plays a pivotal role in the socio-economic development of the Gunupur region. The University provides direct employment to 900 individuals and generates indirect opportunities for thousands, positioning Gunupur as an emerging educational and economic hub in Eastern India. This growth has enriched the local community and enhanced the region's visibility on a global scale.

GIETU's excellence is recognized in the National Institutional Ranking Framework (NIRF), consistently placing in the 201-300 band among engineering institutions. The University's autonomous status, conferred by the University Grants Commission (UGC), reflects its academic strength and operational independence.

As GIETU continues to expand its horizons, it remains dedicated to shaping future leaders and technocrats through quality education delivered in a disciplined, inclusive, and innovation-driven environment. By fostering lifelong learning, leadership, and ethical values, GIETU empowers students to contribute meaningfully to society and the global workforce. The University's steadfast commitment to excellence ensures its enduring position at the forefront of technical education and research in India and beyond.

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1.0 Admission Procedure

ELIGIBILITY FOR B. TECH IN ENGINEERING

- The admission will be purely on the basis of the marks secured in the GIETEE, conducted by GIET UNIVERSITY.
- The candidates who have secured valid JEE Main rank too are eligible for taking part in the counseling process as 50% of the total seats are reserved for JEE Main/OJEE candidates.
- Candidates who have not appeared for the GIETEE/JEE Main/OJEE are not eligible for admission.
- Candidates will be short-listed based on their entrance examination rank and will be called for the counselling.

Nationality

The applicant for admission should be a Resident / Non- Resident Indian National/PIO/OCI/FN. PIO/ OCI candidates should have studied in schools located in India in the preceding two years.

Qualifying Examination:

- Candidates appearing for the GIETEE should have either completed or shall be appearing in any one of the following qualifying examinations:
- The final examination of the 10+2 system of Higher Secondary Examination conducted by the State Board, Central Board of Secondary Education (CBSE, New Delhi), The Council for Indian School Certificate Examination (ISCE, New Delhi).
- Intermediate or Two-year Pre-University Examination conducted by a recognized Board/ University.
- High School Certificate Examination of the following:
 - Cambridge University or International Baccalaureate Diploma of the International Baccalaureate Organization, Geneva.
 - General Certificate Education (GCE) examination (London/ Cambridge/ Srilanka) at the Advanced (A) level.
 - As per GIET UNIVERSITY norms, NIOS candidates are also eligible to apply. They should submit Migration-Cum-Transfer certificate at the time of admission.

Eligibility Criteria in the Qualifying Examination:

Candidates who have studied Physics, Chemistry and Mathematics at 12th standard level are eligible for all the B.Tech. Degree Programmes.

However, candidates who have studied Physics, Chemistry and Biology are eligible for B.Tech. Biotechnology programmes.

Candidates appearing for the GIETEE-2023 should have secured an aggregate of

45% in Physics, Mathematics, and Chemistry/Biology in the qualifying examination (+2/Intermediate).

1. School of Engineering & Technology

Courses offered	Duration	Eligibility	Qualifying Exam(s)
B. Tech Programs in: I. Aeronautical Engineering II. Biotechnology III. Chemical Engineering IV. Civil Engineering V. Computer Science & Engg VI. Computer Science & Tech VII. Computer Science & Engg (AI&ML) VIII. Computer Science & Engg (Data Sc.) IX. Computer Science & Engg (IoT) X. Electronics & Communication Engg. (VLSI) XI. Electrical & Electronics Engineering XII. Electrical Engineering XIII. Electronics & Communication Engg XIV. Mechanical Engineering	All B. Tech Programs are of 4 years (8 semesters)	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Biotechnology/ Biology/ Technical Vocational subject/ Computer Science/ Information Technology/ Informatics Practices/ Agriculture/ Engineering Graphics/Business Studies. Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the above subjects taken together. OR Passed Diploma (in Engineering and Technology) examination with at least 45% marks (40% marks in case of candidates belonging to reserved category) subject to vacancies in the First Year, in case the vacancies at lateral entry are exhausted.	As per GIET University, Gunupur, Odisha Act,(Chapter II, Clauseno.6) 50% of total B. Tech seats are reserved for JEE Main rank holders. The admissions will be through the Counselling process conducted by OJEE Odisha. The rest 50% of the seats are to be filled up by GIETEE*/ JEEMain/OJEE or any equivalent entrance examinations of national repute. Candidates who have studied Physics, Chemistry and Mathematics at 12th standard level are eligible for all the B.Tech. Degree Programmes. However, candidates who have studied Physics, Chemistry and Biology are eligible for B.Tech. Biotechnology programmes.

Courses offered	Duration	Eligibility	Qualifying Exam(s)
M.Tech Programs in: I. Computer Science & Engg II. Structural Engineering III. Construction Tech & Mgmt IV. Heat Power and Thermal Engg V. Machine Design VI. Power Electronics Engineering VII. Electronics & Comm. Engg. VIII. Chemical Engineering IX. Biotechnology X. Manufacturing Technology XI. VLSI Technology XII. Industrial Safety Engineering	2 years (4 semesters)	Passed Bachelor's Degree or equivalent in the relevant field. Refer Annexure-1 for eligibility of branch (BTech) for applying for a MTech course. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.	As per GIET University, Gunupur, Odisha Act, 50% of total M.Tech seats are reserved for PGAT Odisha/ GATE rank holders. The admissions will be through the rank obtained in GIET Entrance Examination, conducted by GIET University.

2. School of Sciences

Courses offered	Duration	Eligibility	Qualifying Exam(s)
i. M.Sc. Biotechnology		As a minimum criterion of eligibility, aspiring candidates are needed to have attained a Bachelor's degree in any of Physics, Biological Sciences, B.Pharm, BAMS, BHMS, BPT and any other related discipline, with a minimum aggregate score of 50%.	Admission is made through merit basis only. Applicants should apply to the School of Sciences (SOS) as per the notification of the University. Selection will be strictly on the

ii. M.Sc Physics iii. M.Sc Chemistry iv. M.Sc Mathematics v. M.Sc Life Sciences	2 years (4 semesters)	The eligibility criterion for all programs for M.Sc applicants is minimum 50% in the qualifying examination and having studied the pre-requisite subjects for admission in to the desired program.	percentage of marks obtained at graduate level only.
B.C.A	3 years (6 semesters)	Passed in +2 or equivalent with Mathematics at 10+2 Level Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.	Admission is made through merit basis only. Applicants should apply to the School of Sciences as per the notification of the University. Selection will be strictly on the percentage of marks
M.C.A	2 years (4 semesters)	Passed BCA/ Bachelor Degree in Computer Science Engineering or equivalent Degree. OR Passed B.Sc./ B.Com./ B.A. with Mathematics at 10+2 Level or at Graduation Level (with additional bridge Courses as per the norms of the concerned University). Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.	The admissions will be through the counseling process conducted by GIET University on the basis of rank obtained in OJEE/GIETEE * .

3. School of Agriculture (SoA)

Courses offered	Duration	Eligibility	Qualifying Exam(s)
B.Sc. Agriculture (Hons)	4 years (8 semesters)	The final examination of the 10+2 Science with PCM/PCB (Minimum 50% for General and 45% for SC/ST students) system of Higher Secondary Examination conducted by the Boards recognized by Govt. of Odisha, India	- Through GIET Entrance examination. - The marks secured at 10th and 10 +2 level are also taken into account for career marking while generating the rank in GIETEE. The admission is through the counseling conducted by the University
M.Sc Agriculture:	2 years (4 semesters)	B.Sc. (Ag.)/Horti./ Forestry/ Sericulture or B.Sc. (Hons.) Agriculture/ Horti./ Forestry /Sericulture.	Through GIETEE
i. Entomology			
ii. Agronomy		B.Sc. Ag. or B.Sc. (Hons.) Agriculture.	
iii. Horticulture		B.Sc. Agriculture/ Horticulture or B.Sc. (Hons.) Agriculture/Horticulture.	
iv. Soil Science		B.Sc. Ag. / Horti. or B.Sc. (Hons.) Agriculture/ Horticulture.	

4. School of Management Studies

Course offered	Duration	Eligibility	Qualifying Exam(s)
Bachelor of Business Administration (BBA)	3 years (6 semesters)	The final examination of the 10+2 Arts/Commerce/ Science (Minimum 50%) system of Higher Secondary Examination conducted by the State Board, Central Board of Secondary Education (CBSE, New Delhi), The Council for Indian School Certificate Examination (ISCE, New Delhi) or another equivalent board recognized by Govt of India.	Admission will be made through merit basis only. Applicants should apply to the School of Management Studies as per the notification of the University. Selection will be strictly on the percentage of marks Obtained at 12th level only.
Course offered	Duration	Eligibility	Qualifying Exam(s)
MBA (Marketing/HR/ Finance/Systems/ Entrepreneurship)	2 years (4 semesters)	Passed Bachelor Degree of minimum 3 years duration. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.	Admission shall be made through rank obtained in GIETEE/CMAT/MAT/ CAT/XAT/OJEE.

5. School of Nursing (SoN)

Course offered	Duration	Eligibility	Qualifying Exam(s)
B.Sc, Nursing	4 years (8 semesters)	- The minimum age for admission shall be 17 years on 31st December of the year in which admission is sought. Minimum education: 10+2 class passed with Science (PCB) & English Core/English Elective with aggregate of 45% marks from recognized board under AISSCE/CBSE/ICSE/SSCE /HSCE or other equivalent Board. - Student shall be medically fit. - Students appearing in 10+2 examination in Science conducted by National Institute of Open School with 45% marks.	Admission will be made through merit basis only. Applicants should apply to the School of Nursing (SoN) Studies as per the notification of the University. Selection will be strictly on the percentage of marks Obtained at 12th level only.

6. College of Aeronautical Engineering

Course offered	Duration	Eligibility	Qualifying Exam(s)
Aircraft Maintenance Engineering	3 years (6 semesters)	- The minimum age for admission shall be 17 years on 31st December of the year in which admission is sought. Minimum education: 10+2 class passed with Science (PCB) & English Core/English Elective with aggregate of 45% marks from recognized board under AISSCE/CBSE/ICSE/SSCE /HSCE or other equivalent Board. - Diploma in Engineering	Admission will be made through merit basis only. Applicants should apply to the College of Aeronautical Engineering as per the notification of the University. Selection will be strictly on the percentage of marks Obtained at 12th level only.

7. School of Humanities & Social Sciences (SoHSS)

Course offered	Duration	Eligibility	Qualifying Exam(s)
M.A in English	2 years (4 semesters)	A Bachelor's degree, from a recognized university with aggregate 50% in the qualifying examination.	Admission will be made through merit basis only.

Candidates belonging to SC/ST:

- Fill in the proforma as provided in Annexure and have it attested by a competent authority (The list of authorities empowered for the same is provided in the Annexure).
- For candidates hailing from Jammu and Kashmir and the North Eastern states of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura. Fill in the CERTIFICATE TO PROVE NATIVITY (proforma provided in Annexure).
- These documents should be produced at the time of counselling, failing which they will not be considered for admission.
- In case, the mark statement is not produced by the candidates at the time of admission, the decision of the Management regarding his/her eligibility and admission to the programme shall be final.

For further enquiry related to admission procedure, contact:

The Dean Admission

Gandhi Institute of Engineering and Technology University
 Post: Gunupur-765022,
 District: Rayagada (Odisha), India
 Mobile: +91-8118053001
 Email: deanadmission@giuet.edu

Note: Students intending to withdraw from their academic program are strongly advised to do so only at the end of an even semester, i.e., upon completion of an academic year. Failure to comply with this guideline will result in the forfeiture of any applicable fee refund.

Attendance requirement:

Students must attend all lectures, tutorials, and laboratory sessions as part of their regular course of study. A student is considered to have pursued a regular course only if they have attended at least **80% of the classes** held in each course and have completed all assessments, assignments, and practical experiments prescribed by their respective School/Department. Attendance will be calculated from the date of commencement of classes for the respective course, regardless of the individual student's reporting date.

As per university regulations, students who fail to meet the attendance requirement are ineligible to appear for mid-semester or end-semester examinations.

Relaxation in Attendance

1. The 80% attendance requirement may be relaxed by up to 10% for students participating in extracurricular activities, provided they obtain prior approval from the concerned authorities.
2. A maximum of 10% relaxation may also be granted on medical grounds, subject to submission of valid documentation.
3. In cases where extracurricular and medical grounds overlap, the total relaxation shall not exceed 10%.
4. Additionally, the Registrar, on the recommendation of the Dean/Head of the Department, may condone a further shortage of up to 10% for valid reasons.
5. Absence due to participation in authorized sports activities at the national, state, or university level will not count as a shortfall in attendance.

Regardless of these relaxations, attendance below 80% under any circumstances will disqualify a student from appearing for examinations.

Key Attendance Rules

1. Students must attend a minimum of 80% of classes in theory and practicals separately to qualify for cycle test and semester-end examinations.
2. Attendance is calculated from the official commencement of the academic calendar, irrespective of a student's reporting date.
3. Attendance requirements are binding and irrevocable. In emergencies, students must seek prior approval from the appropriate authority for absence. The decision of the authority is final.
4. Failure in Maintaining the minimum attendance requirement in both, theory and lab classes will result in getting detained in the respective subject(s).
5. In order to make up for the shortage of attendance in theory and/or lab classes, the students have to partake in extra classes beyond regular class hours in the supervision of the same faculty.

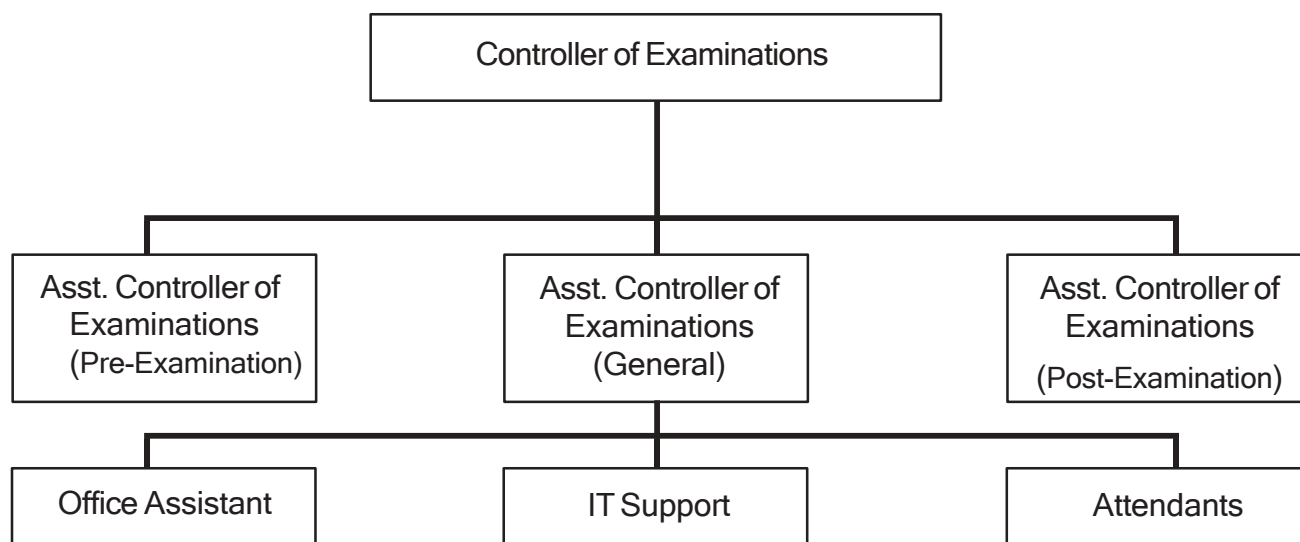
Notwithstanding any of the above, the attendance requirement may not in any case be relaxed below 80%.

1.2. Classroom Etiquettes:

- Students must be polite, dignified, neat, and obedient at all times.
- They are expected to be seated in the classroom at least five minutes before the commencement of the class.
- Discipline and silence must be maintained inside the classroom, drawing hall, lab, or workshop.
- Students should bring all required materials such as calculators, drawing instruments, charts, and data books when needed.
- The use of mobile phones on campus is strictly prohibited.
- Chewing gum, chocolates, or other items during lecture hours is not allowed.
- Lab coats and observation notebooks must be brought to every laboratory session.
- Lab records of experiments conducted in a particular class must be submitted by the next lab session.
- Failure to submit lab records on time may result in debarment from future laboratory sessions.
- Students must remain in the laboratory until the completion of the assigned experiment.

2. Regulations for Examination

Organizational Structure (Central Examination Section)



In addition to the central examination section, each department has designated examination coordinators for each academic year for each program. Each coordinator is responsible for overseeing the examination-related activities specific to their respective year and ensuring the smooth conduct of exams within their departments.

2.1 Examination

All examinations shall be held in the University Campus and the Controller of Examinations may decide the examination rooms or exam halls from time to time. The Chief Superintendent and Invigilators for the University examinations should be ordinarily from the teaching staff of the University. It shall also be the duty and responsibility of the Vice-Chancellor to take the assistance of the local administrative authorities in case they need such help for conducting the examinations.

properly.

The different University examinations shall commence according to the Academic Calendar of the University. Keeping within this Academic Calendar, the Controller of Examinations shall prepare a calendar of examinations specifying the actual date of the commencement of the examination as well as a detailed time table for each individual examination.

The Academic Calendar or Time Table may be altered in respect of any or all examinations in the event of extensive disturbance or calamities or any other unavoidable situations.

2.2. Permission for Scribe to Appear for Examinations

Candidates who require the assistance of a scribe for appearing in examinations must submit a formal application before the commencement of the examination providing the following supporting documentation:

- A medical certificate issued by a Civil Surgeon from a Government hospital, attesting to the candidate's need for a scribe.
- A photograph of the candidate that highlights the condition preventing them from appearing for the examination.
- Details of the proposed scribe, including their name, address, qualifications, photograph, and current occupation. (The scribe's qualifications should not exceed that of an intermediate level.)
- A letter from the proposed scribe indicating their willingness to assist as a scribe for the candidate.
- A copy of the scribe's qualification certificate along with a recent photograph, duly attested by the head of the institution.

The Controller of Examinations, in consultation with the Head of the Department, shall review the application and verify the scribe's qualifications as per University norms. If the application is approved, arrangements will be made for the candidate, including the provision of a separate examination room and an invigilator for the examination sessions.

2.3. MALPRACTICE RULES

- (a) All instances of unfair means in examinations whether reported by the Invigilators, Supervisors, Observers, Examiners or Squad Members or otherwise shall be placed before the Conducting Board by the Controller of Examinations as soon as practicable but preferably before the results of the relevant examinations are passed for publication.
- (b) The Conducting Board shall consider the reports and other materials, if any, and make a report of the scope and extent of the unfair means resorted to and specifically whether use has been made of unauthorized or incriminating material referred to in the reports or produced before the Conducting Board.
- (c) In case the Conducting Board is satisfied that there is prima facie evidence of resort to unfair

means in the examinations, the controller of Examinations shall issue notices to the candidate concerned specifying the nature of charges and calling upon the candidate to furnish his written reply to the charges within a period of seven days and also inform the candidate to a personal hearing on a specified date.

- The Controller of Examinations shall form a Disciplinary Committee with the approval of the Registrar or Vice-Chancellor to consider the cases of malpractices. Based on the recommendation of the Committee, the Vice-Chancellor shall order for disposal of such cases appropriately.
- If the Committee comes to the conclusion that there has been resort to unfair means, the Committee may recommend to the effect that any of the following penalties may be imposed on the candidate commensurate with the gravity of the unfair means resorted to by him, namely:
 - for writing the roll number or leaving any identification mark anywhere in the answer script except in the place provided for the purpose- Result of the Examination will be withheld;
 - for possession (but not use) of unauthorized or incriminating materials - Cancellation of the result of that examination;
 - for misbehavior with the Centre Superintendent or Invigilators or Supervisors or others connected with the conduct of the examination- Cancellation of the result of that examination;
 - for use of unauthorized or incriminating material- Cancellation of the result of that examination and debarring the candidate from appearing at the next examination;
 - for use of unauthorized or incriminating material combined with misbehavior with the Centre Superintendent or Invigilators or Observers or Supervisors or others connected with the conduct of the examination; and
 - Cancellation of the result of that examination and debarring the candidate from appearing at the next two examinations.
- Candidates who possess or keep accessible any unauthorized material, such as papers, notebooks, calculators, cell phones, palm computers, Bluetooth devices, or any other form of material relevant to the examination (including marks on their body), but do not use it, will be expelled from the examination hall, and their performance in that subject will be cancelled.
- If a candidate provides or receives assistance from another candidate, whether orally, through body language, or via communication with anyone in or outside the examination hall, all candidates involved will be expelled from the examination hall, and their performance in the subject will be cancelled. In the case of an outsider's involvement, they will be handed over to the police and a case will be registered.
- Candidates who are found copying during the examination, whether from any paper, book, or other materials related to the subject, will be expelled from the examination hall, and their performance in the subject will be cancelled.
- Any candidate found smuggling in or taking out an answer sheet, additional sheet, or question paper during or after the examination will be expelled from the examination hall, and their performance in that subject, as well as all other subjects, will be cancelled. They will also be debarred from attending class work and examinations for two consecutive semesters.

- Using objectionable, abusive, or offensive language in the answer sheet or in communication with examiners will result in the cancellation of the candidate's performance in that subject and referral to the disciplinary committee for further action.
- Candidates who leave the examination hall taking their answer script or intentionally tear any part of it will be expelled from the examination hall, and their performance in that subject and all other subjects will be cancelled. They will also be debarred from attending class work and examinations for two consecutive semesters.
- In case a student who is not a candidate for the examination or any outsider engages in malpractice, they will be expelled from the examination hall, and their performance in the subject and all other subjects will be cancelled. They will not be allowed to attend any further examinations for the semester or year. If the individual is an outsider, they will be handed over to the police.
- Candidates found intoxicated or under the influence of alcohol in the examination hall will be rusticated from all examinations and from the University for one semester.
- Any cases of malpractice detected during the valuation process or special scrutiny will result in the cancellation of the candidate's performance in the subject, depending on the findings of the committee.
- Any other malpractice not explicitly covered by the above clauses will be reported to the Controller of Examinations, who will determine the appropriate action based on the committee's recommendation.

2.4. Rules and Regulations for Semester-End Examinations

- Students are required to report to the examination hall at least 30 minutes prior to the commencement of the examination.
- Students must verify their designated Hall Number from the display boards before proceeding to the examination hall. Any discrepancies should be promptly reported to the examination section.
- In the event of a lost admit card, a duplicate may be obtained by submitting a request, along with payment of the prescribed fee at the examination section.
- Students will not be permitted entry into the examination hall if they arrive more than 30 minutes after the scheduled commencement time. Additionally, students may not leave the examination hall before the completion of 90 minutes from the start of the examination.
- The possession of mobile phones, electronic devices, study materials, notes, or any other unauthorized items within the examination hall is strictly prohibited.
- The possession of any form of study material, whether concealed on the body or within clothing, is categorically prohibited. Students are required to present their Admit Card, Identity Card, and Registration Card for verification by the invigilator prior to the issuance of the answer booklet.
- Discussion or non-verbal communication within the examination hall is prohibited. Adherence to complete silence is mandatory; violations will result in appropriate disciplinary action.
- Students shall write their name and registration number only in the designated sections of the answer booklet.
- Upon receiving the question paper, students must verify the total number of pages and ensure the accuracy of the printed material. Any discrepancies should be immediately reported to the invigilator.
- Only the registration number is to be written on the question paper; any additional writings are strictly prohibited and will be subject to disciplinary measures.
- All students must sign the attendance sheet at the commencement of the examination.

- Students may request the necessary data tables from the invigilators to assist in answering the examination questions.
- Any rough work must be confined to the last page of the answer booklet, clearly marked with the heading "Rough Work."
- Students are required to bring all necessary writing instruments (e.g., pens, pencils, rulers, erasers), and the exchange of such materials is strictly prohibited.
- Students must complete their answers within the designated examination time and are not permitted to leave their seats until the answer booklets have been collected.

These examination regulations may be amended, revised, or modified as deemed necessary, subject to approval by the appropriate authority.

2.4.1. Pre-examination Processes

2.4.2. Registration

Every student must register at the beginning of each semester by paying the prescribed registration fee as per the academic calendar.

2.4.3. Class Test and Cycle Test Examinations

- Attendance in Class Test and Cycle Test Examinations is mandatory.
- As per the academic schedule, the respective department examination coordinators will conduct class tests, cycle tests, and lab examinations. The semester-end examinations will be conducted centrally by the CoE. These will be announced in class and posted on departmental notice boards. Two cycle tests will be held for each theory subject as per academic regulations.
- A re-cycle test will be arranged for students absent due to valid reasons or who fail the concerned subject, with the prescribed fee.

2.4.4. Examination Form Fill-up

1. The notification for form fill-up for the semester-end examination will be issued at least two weeks before the exams.
2. Students must clear all dues before the form fill-up process.

2.4.5. Conduct of Semester-End Lab Examinations

- In addition to continuous evaluation, an end-semester lab examinations will be conducted.
- The responsibility for conducting the semester-end lab examination lies with the respective Head of Department (HOD) and is overseen by the Controller of Examinations.
- The end-semester lab examination will be conducted by the concerned faculty member and an external examiner.

2.4.6. EXAMINATION PROCESS

Sl. No.	Type of Exam	UG (B. Tech)	Passing Percentage	PG(MTech)	Passing Percentage
1	Class Test 1 Exam (Theory)	20	40%	20	40%
2	Cycle Test 1 Exam (Theory)	30	40%	30	40%
3	Class Test 2 Exam (Theory)	20	40%	20	40%
4	Cycle Test 2 Exam (Theory)	30	40%	30	40%
5	Semester-End Exam (Theory)	60	40%	70	40%
6	Semester-End Exam (Lab)	50	50%	100	50%

2.5.ELIGIBILITY FOR APPEARING IN SEMESTER-END EXAMINATION

2.5.1. Attendance Finalization

The semester attendance must be finalized by the coordinator and the respective Head of Department (HOD) at least one week before the last working day of the semester.

2.5.2. Attendance Shortage on Medical Grounds

- Students with attendance between 70% and 80%, who are unable to meet the attendance requirement due to medical reasons, must apply for condonation with a medical certificate. The application should be forwarded by the department to the Coordinator and HOD for recommendation.
- The department will submit the condonation list to the examination cell at least two weeks before the issuance of hall tickets.
- Students whose attendance shortage is not condoned will not be eligible to appear for the end-semester examination.

2.5.3. Submission of Medical Certificates

Students must submit genuine medical certificates within 5 days of their return to the University after their medical leave otherwise the said certificates will not be considered.

2.5.4. Attendance Below 70%

- Any student with less than 70% attendance will not be condoned under any circumstances.
- A list of detained students, signed by the Batch Coordinator, and the Head of The Department will be displayed on the departmental notice boards and sent to the Examination Cell two weeks before the semester's course completion.

2.5.5. Required Documents for Semester-End Examination

- Students must bring their Identity Card, Registration Details, and Admit Card.
- In case of loss of the original admit card, a duplicate admit card can be issued upon payment of a prescribed fee of Rs. 100.

2.6. POST EXAMINATION PROCESS

2.6.1. PROCEDURE FOR RECHECKING OF UG/PG EXAMINATIONS

2.6.1.1. Application for Rechecking

Rechecking is applicable only for the regular end-semester theory examinations.

2.6.1.2. Notifications for Rechecking

Notifications for Rechecking will be issued by the Examination Cell shortly after the declaration of results.

2.6.1.3. Application Process for Rechecking

Students must apply for revaluation using the prescribed application format as specified in the notification downloaded from the website.

Applications for rechecking will not be entertained after the last date for submission.

Category	Prescribed Fees
Rechecking Only	Rs. 400.00

2.7. GRADING SYSTEM FOR UG AND PG PROGRAMMES

2.7.1. Evaluation Process

1. Experts of the subjects will be nominated for the evaluation process in accordance with the University's statutes.
2. All answer scripts will undergo anonymous-digital evaluation to ensure fairness and impartiality in the grading process, thereby minimizing any potential biases.

2.7.2. Rechecking Process

1. Rechecking of answer scripts will be carried out by an examiner other than the original evaluator to ensure an objective and impartial review.
2. If the variation in marks between the original evaluation and the rechecked evaluation is less than or equal to 15% of the total possible marks, the original marks will be upheld and no modification will be made.
3. In cases where the variation exceeds 15%, the answer script will be forwarded for a third evaluation. The marks from this third evaluation will be compared with those from the initial and second evaluations.
 - The marks that are closest to the third evaluation will be adopted as the final score.
 - If the third evaluation result is intermediate between the first and second

evaluations, the lower of the two marks will be considered for the final grade.

4. If the rechecking process results in a lower score than the original evaluation, the original marks will remain valid and no alteration to the grade will be made.

2.7.3. Challenge Evaluation

1. In the event that an answer script has not been evaluated in accordance with the University's established regulations and guidelines, the student will be refunded the prescribed evaluation fee.
2. If improper evaluation is identified, the University will take appropriate disciplinary action against the evaluator(s) as per the institution's policies and procedures.

2.8. Supplementary Examinations

1. Students who are detained, fail, or are absent for examinations will be eligible to appear for supplementary examinations as per University regulations.
2. Supplementary examinations for end-semester subjects will be conducted in alternate semesters, i.e., the supplementary examination for odd semesters will be held in the subsequent odd semester and similarly for even semesters.
3. Students who fail in cycle tests can appear for a re-cycle test by paying a fee of ₹200 per subject.
4. Students who fail in lab examinations can reappear by paying the prescribed fee per lab subject in the alternate semester along with the next batch.
5. If a student fails in the supplementary examination, they will be required to appear for the next mid-semester or lab examination along with the subsequent batch of students.

2.9. SPECIAL SUPPLEMENTARY EXAMINATION / SPECIAL EXAMINATION

1. Candidates who fail in theory, seminar, or project work during the 8th semester (final semester of the programme) are eligible to appear for a special supplementary examination, which will be conducted within one month after the declaration of revaluation results.
2. Students with backlogs at the end of their programme can appear for a special examination, conducted annually in August.

3.0 DECLARATION OF RESULTS AND PROMOTION

1. **Passing Criteria:** To successfully complete a programme/course, a candidate must secure at least the passing grade in each component, including theory, practical, project, seminar, sessional, and viva voce.
2. **Promotion Criteria:**
 - A. **Passed and Promoted (P):**
 - The candidate has cleared all registered courses in both odd and even semesters of the academic year.
 - No backlogs from lower levels exist.
 - The candidate has a SGPA of 4.5 or higher.

B. Eligible for Promotion with Backlogs (XP):

- For promotion from 1st year to 2nd year:
 - Students must secure a minimum CGPA of 4.50 by the end of the first year, irrespective of the number of failed subjects.
 - Students with a CGPA below 4.50 may either withdraw or re-register as fresh students in the first year. If they fail to secure a CGPA of 4.50 after re-registration, they must withdraw.
- For promotion to subsequent years:
 - All second-year students (post-4th semester) are eligible for promotion to the third year unless disqualified under Clause D.
 - Similarly, third-year students (post-6th semester) are eligible for promotion to the fourth year unless disqualified under Clause D.
- SGPA updates: After clearing backlog subjects, XP category students' SGPA from earlier semesters will be updated and considered for promotion.

C. Eligibility Criteria for Promotion:

- The student must register for all subjects in a semester.
- The student must appear in at least three theory subjects during the regular semester examination.
- Attendance in at least two lab/practical/sessional classes is mandatory.
- All three conditions must be fulfilled for promotion.

D. Not Eligible for Promotion (X):

- Students who do not meet the stipulated requirements under Clauses A, B, and C will not be promoted to the next level.
- Students in the X category or those who choose not to be promoted can re-register for the year, including all backlogs from both semesters of that year, except for the first year.

3. Result Declaration:

- The institution will publish the list of successful candidates for each semester examination in accordance with the academic calendar.

4. Award of Degree:

- The overall performance of a candidate for degree conferral will be based on the combined results of all examinations for the programme.
- A student's competency level will be categorized based on their Cumulative Grade Point Average (CGPA).

Qualification	Grade	Score On 100% Point	Point
Out Standing	O	90 and above up to 100	10
Excellent	E	80 and above but less than 90	9
Very Good	A	70 and above but less than 80	8
Good	B	60 and above but less than 70	7
Fair	C	50 and above but less than 60	6
Average	D	40 and above but less than 50	5
Fail / Absent	F	Below 40	2
Malpractice	M	-	0

3.2 GRADE POINT AVERAGE SYSTEM

A student's academic performance will be evaluated using the **Grade Point Average (GPA)**, which includes:

- **SGPA (Semester Grade Point Average):** Measures performance for a single semester.
- **CGPA (Cumulative Grade Point Average):** Assesses overall academic competence across the entire programme.

3.3 Definition of Terms

- Point:** The integer value corresponding to a letter grade.
- Credit:** An integer indicating the weight of an individual course in a semester, as defined by the course structure and syllabus.
- Credit Point:** The product of the **Credit** and the **Point** for each course.
- Credit Index:** The sum of the **Credit Points** for all courses in a semester.
- Grade Point:** The **Credit Index** divided by the total credits for a semester.

3.4 Calculation of Grade Point Averages

- **SGPA (Semester Grade Point Average):**

The performance of each student at the end of each semester is indicated in terms of SGPA. It is calculated as the following:

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

C_i refers to credit for i^{th} course in a semester

G_i refers to grade point obtained for i^{th} course in a semester

n refers to the number of courses in a semester

- **CGPA (Cumulative Grade Point Average):**

The CGPA represents the cumulative performance of the student throughout the programme. It is calculated as the following:

$$\text{CGPA} = \frac{\sum_{i=1}^N C_i G_i}{\sum_{i=1}^N C_i}$$

N refers to the total number of credit courses for the entire programme

3.5 Conversion of CGPA to Percentage

The procedure for converting **CGPA** into a percentage will be as follows:

$$\text{Percentage} = (\text{CGPA} - 0.5) \times 100$$

3.6 Issuance of Grade Sheets

- Grade sheets will be generated on a year-wise basis following the announcement of

reevaluation results.

- Students may collect their grade sheets 15 days after the reevaluation results are declared.
- In case of loss of a grade sheet:
 1. A duplicate grade sheet will be issued upon:
 1. Submission of a formal application.
 2. Payment of ₹200 per grade sheet.
 3. Submission of an FIR copy filed with the nearest police station.
 2. The duplicate grade sheet will be prominently marked as “**DUPLICATE.**”

3.7 Issuance of Provisional Certificate, Original Degree, and Migration Certificate

3.7.1 Provisional Certificate:

- 3.7.1.1 A Provisional Certificate is an official document that provides details of a student's academic performance, courses undertaken, credits earned, and grades awarded.
- 3.7.1.2 Students can obtain the Provisional Certificate by submitting an application and paying the prescribed fee.
- 3.7.1.3 The application must include photocopies of all grade sheets issued by the examination section.
- 3.7.1.4 The concerned staff will verify the application details against the photocopies of the grade sheets before forwarding it for further processing.

3.7.2 Verification Process:

- 3.7.2.1 The Assistant Controller of Examinations will verify the application details against the tabulation register.
- 3.7.2.2 After verification, the Assistant Controller will forward the application to the Controller of Examinations for approval.

4.0 Change of Branch

- 4.1. A student enrolled in the B. Tech programme may be permitted to change branches upon successful completion of the course requirements for the first and second semesters of the first year, subject to the availability of seats in the desired programme. The selection process will be based on merit, determined by the Cumulative Grade Point Average (CGPA) calculated from the combined results of the first and second semester examinations. To be eligible for branch change, a student must achieve a minimum CGPA of 8.00 at the end of the first year.
- 4.2. Only students who have successfully cleared all the examinations for both semesters on their first attempt, within the academic session of their initial admission to the programme, will be eligible to apply for a branch change.
- 4.3. A Branch Change Committee, chaired by the Head of the Department, will be constituted to oversee the process. The committee will invite preferences from eligible students and compile a merit list based on the CGPA. Branch changes will be allocated in order of student preferences, subject to availability. The decision of the committee shall be final and binding. The University will notify students of the outcome of their branch change requests within seven calendar days from the commencement of the third semester.

5.0 Dress Code for Students

Students are required to adhere to the prescribed uniform throughout the duration of their respective courses.

- Male students must wear formal full-length trousers, long-sleeve shirts, formal shoes, and ties, along with their identity cards, while attending classes and other formal events.
- Further, male students are to be well-groomed and clean shaved throughout the completion of their course. However, they can choose to keep their moustache.
- Female students are expected to wear formal salwar suits, along with their identity cards badges and formal shoes, while attending classes and other formal events.
- All students must wear the prescribed blazers during the winter season.

6.0 CLASS TEACHERS AND PROCTORS:

6.1 Role of the Class Teacher

Faculty members of the University are designated as the class teacher for a specific section or batch of students. The class teacher is responsible for monitoring the academic and non-academic activities of the assigned group, maintaining records, and reporting relevant information to the Head of Department (HOD), Deans, or other concerned authorities as required. All students are expected to cooperate with the class teacher and route their leave applications and other formal requests through them. Any academic or non-academic issues should be promptly brought to the attention of the class teacher for timely resolution.

6.2 Role of the Proctor

In addition to the class teacher, a proctor will be assigned responsibility for a specified group of students. The proctor will meet with their group at a time and place designated by the University or mutually agreed upon. Students are encouraged to approach their proctor with academic or non-academic concerns and seek guidance as needed. The proctor will provide support and counsel, assisting students in navigating both their academic journey and broader University experience. Additionally, the parents of the proctor students should have the contact information of the respective proctor.

7.0 PROCEDURES TO PROCURE CERTIFICATES AND OTHER DOCUMENTS:

Students are required to adhere to the following procedures to obtain certificates and other relevant documents:

- To procure a **Conduct Certificate** and **College Leaving Certificate**, students must submit an application along with a **No Dues Certificate** in the prescribed format to the Examination Section. This process should be initiated at the conclusion of the University semester examination.
- For obtaining a **Mark Sheet**, students are required to submit an application in the prescribed format, providing the necessary details as specified.

- Any discrepancies found in the **Mark Sheet** must be promptly reported in writing to the concerned authority. Students may also apply for a duplicate **Mark Sheet** by submitting the required application form and paying the prescribed fee to the University.

It should be noted that a minimum of two working days is required to complete the necessary procedures for the issuance of certificates and other documents. Therefore, students are advised to submit their applications well in advance to ensure timely processing.

8.0 SCHOLARSHIP FOR MERITORIOUS STUDENTS:

GIET University is deeply committed to fostering an inclusive academic environment by extending financial support to students from underprivileged and marginalized communities. Recognizing the importance of equitable access to higher education, the University facilitates the Post-Matric Scholarship scheme under the aegis of the Ministry of Tribal Affairs, Government of India. This scholarship is available to students from the SC/ST/OBC/Minority categories who meet the following eligibility criteria:

Category Requirement: Applicants must belong to the SC/ST/OBC/Minority categories as defined by the Government of India.

Academic Performance: A minimum of 60% marks must have been achieved in the +2 (Standard XII) examination from a recognized board.

Economic Criteria: The annual income of the applicant's parents or guardians must not exceed the maximum limit stipulated by the government under the respective scholarship scheme.

Enrolment under TFW Scheme: Students admitted under the Tuition Fee Waiver (TFW) Scheme are also eligible to apply.

Eligible students are encouraged to consult the Registrar's Office for comprehensive information regarding the application procedure, required documentation, and deadlines. The Registrar's Office will provide guidance on the necessary steps to complete the application process, ensuring compliance with government norms and institutional regulations.

The University urges all eligible students to apply for the scholarship in a timely manner to ensure uninterrupted financial support for their academic pursuits.

The following are the provisions regarding institutions of fellowships, scholarships, studentships, freeships, medals and prizes:

- Students admitted to the University may be awarded scholarships, freeships, studentship and fellowships based on merit and their needs.
- The University may announce scholarship schemes for undergraduate or postgraduate students for the amounts or duration and as per conditions as may be decided and approved by the Academic Council and Board of Governors.

- The Vice-Chancellor or Registrar is authorized to constitute committees to make recommendations forward of fellowships, scholarships, studentships and freeships. Number and monetary amount of all kinds of scholarships or freeships, viz. Merit, Merit-cum-Means, those for SC/ST/Economically Backward or Minority students and awards to be provided may be determined by the Academic Council.
- The University also has the right to discontinue any of the existing scholarships or institute new scholarships as and when required.
- The Vice-Chancellor may constitute a committee to examine the cases of proposed gold medal or prize winners. A brief report will be presented by the Committee with comments on their behavior, disciplines, percentage of each Term, completion of courses and other requirements for the degree, etc. to the Vice-Chancellor for approval, prior to announcing the award of medals or prizes. No student shall however, be eligible for the award of medal or prize in case of ever indulging in an act of indiscipline, failed in any subject or detained.

9.0 UNIVERSITY WELFARE FUND:

In keeping with its mission to provide holistic support to students, GIET University has established a dedicated University Welfare Fund. This initiative aims to provide financial assistance to students facing unforeseen challenges, particularly in the event of the untimely demise of their earning parents. The Welfare Fund is designed to alleviate the financial burden on such students, enabling them to continue their education without disruption.

Purpose: The fund covers the entire academic expenses associated with engineering programs, including tuition fees, examination fees, and other essential charges, for eligible students.

Eligibility: Students whose earning parents or guardians have passed away unexpectedly during their course of study are eligible to apply.

Application Process:

- Students are required to submit a formal application to the Registrar's Office, detailing their circumstances and providing supporting documentation such as a death certificate, proof of guardianship, and any other relevant evidence as specified by the University.
- Applications will be reviewed by a designated committee to ensure fairness and transparency in the allocation of financial support.

The University recognizes the profound impact such situations can have on a student's academic journey and is committed to extending timely and adequate assistance. Students are advised to approach the Registrar's Office for further guidance and to initiate the application process promptly in the event of such exigencies.

10.0 Code of Conduct for On-Campus and Off-Campus Behavior

10.1 Discipline

Discipline is essential for bridging goals and accomplishments. GIET University emphasizes the value of discipline in shaping individuals who not only achieve academic and professional excellence but also uphold ethical and societal values. Every student shall observe discipline and decorum and proudly contribute to the academic ambience and prestige of the University. Students must treat each other with dignity and a spirit of friendship and brotherhood to create and nurture a

harmonious student community. Every student must respect the faculty members and every staff member of the University. For the well-being of the student community, any violation of the Discipline and Code of Conduct will be strictly dealt with in accordance with the University bylaws, including expulsion from the University. The University enforces strict adherence to disciplinary norms, believing that success is inseparable from responsible conduct. Students are expected to internalize and uphold the following guidelines:

- Demonstrate courtesy towards faculty members, institutional staff, and fellow students at all times.
- Respect and safeguard institutional property, including furniture, laboratory equipment, electrical fittings, and transportation facilities, avoiding any form of damage or misuse.
- Adhere to institutional rules governing the use of facilities such as the library, laboratories, transportation, and hostels.
- Refrain from adopting unfair means in any examination or academic evaluation.
- Maintain the cleanliness and decorum of institutional premises, including classrooms and laboratories, avoiding defacement of walls, furniture, or other assets.
- Strictly abstain from the consumption of tobacco, alcohol, or any other prohibited substances.
- Seek prior permission from the institution before organizing or joining any union, association, or similar activities.
- Avoid organizing or attending unauthorized meetings on campus or in hostel premises.
- Under no circumstances engage in ragging, whether on or off campus.

Note: Any violation of these rules will be treated as an act of misconduct and will result in stringent disciplinary measures.

10.1.1. POLICY ON SUBSTANCE ABUSE

GIET University is committed to maintaining a secure and conducive environment for academic and personal development by preventing substance abuse among students. The institution strictly follows the guidelines set out in The Narcotic Drugs and Psychotropic Substances Act, 1985, prohibiting the possession, use, or distribution of controlled substances, including illegal drugs, narcotics, and psychotropic substances.

1. The possession, use, or distribution of any prohibited substances is strictly forbidden on any premises owned or managed by GIET University.
2. Authorized University squads will conduct random inspections of students and residential premises to ensure compliance with these regulations.
3. Violations related to the possession, use, or distribution of prohibited substances will lead to severe disciplinary actions, which may include expulsion.

Students found in violation of these policies will also be subject to legal proceedings under the Narcotic Drugs and Psychotropic Substances Act, 1985 (NDPS Act), and will face appropriate penal consequences as mandated by law.

10.1.2 Disciplinary Actions for Substance Abuse Violations

Any student found in violation of the policy regarding substance abuse will face immediate and stringent disciplinary measures as follows:

- The student will be suspended from the University with immediate effect, pending a comprehensive investigation.
- The student's parents or legal guardians will be notified without delay, and they will be required to meet with the Head of the Department (HOD) to discuss the matter.
- An inquiry will be conducted by the Institutional Disciplinary Committee, which will present its findings to the HOD. Based on the committee's recommendations, further actions will be initiated in consultation with senior University authorities.

Such violations will not only result in severe institutional consequences but will also invoke legal action under the Narcotic Drugs and Psychotropic Substances Act, 1985, subjecting the student to criminal penalties in accordance with the law. The University treats any infringement of this policy with the utmost seriousness to maintain the integrity and safety of the campus environment.

10.1.3. Disciplinary Committee

GIET University places the highest priority on maintaining discipline within the institution. Accordingly, a Disciplinary Committee has been constituted to handle all matters of misconduct, whether they occur on or off-campus. The committee is entrusted with the responsibility of thoroughly investigating any reports of indiscipline and taking appropriate action based on the severity of the violation.

When a breach of discipline is reported, whether by a student, faculty member, hostel staff, student welfare officer, or any other concerned party, the Disciplinary Committee will take immediate action. It will conduct an investigation into the matter and impose corrective or punitive measures as necessary.

The decision of the Disciplinary Committee is final and binding, and no further appeals will be entertained.

10.2. Ragging-Free Campus

GIET University is committed to providing a safe and secure environment for all students, free from the menace of ragging. The University fully understands the gravity of ragging and takes proactive steps to ensure that no such incident occurs. The institution is proud to maintain an impeccable record of having never encountered a single instance of ragging, and it continues to make every effort to sustain this record.

10.2.1. Definition of Ragging

Ragging is unequivocally defined as:

- Forcing a student to perform actions against their will.
- Engaging in any form of physical violence or assault against a student.
- Inflicting mental harassment, intimidation, or distress upon any student.

Provided the serious and sensitive nature of ragging, the University has taken numerous measures to prevent it, including:

- Senior students are prohibited from entering academic blocks designated for junior students during class hours.

- Senior students are not permitted to board buses designated for junior students, and vice versa.
- Senior students are forbidden from intimidating or harassing juniors in any academic or recreational space, such as the library, laboratory, or other areas on or off campus.
- Access to hostels is restricted according to the seniority of the students, and any unauthorized interaction between senior and junior students within the hostels is strictly prohibited.
- Junior students are not allowed to enter senior students' hostels under any pretext.

Should any student experience ragging, the incident must be immediately reported to the relevant authorities, such as the security team, proctor, coordinator, HOD, Dean (Administration), Principal, or any member of the Disciplinary Committee.

10.2.2. Consequences for Ragging

Any student found guilty of participating in ragging will face severe disciplinary action, depending on the nature and gravity of the offence. The Anti-Ragging Committee of the University will determine the specific penalties, which may include one or a combination of the following:

- Suspension from attending classes and from academic privileges.
- Withholding or withdrawal of scholarships, fellowships, and other benefits.
- Forfeiting campus placement opportunities and related recommendations.
- Debarring the student from appearing in examinations or other evaluation processes.
- Withholding of academic results.
- Prohibition from representing the University in any regional, national, or international events, tournaments, or festivals.
- Suspension or expulsion from the hostel.
- Cancellation of admission.
- Rustication from the University for a period ranging from one to four semesters.
- Expulsion from the University, which may also include a ban on admission to other institutions for a specified period.
- Imposition of a fine.
- Collective punishment, if the offenders cannot be individually identified. This serves as a deterrent to ensure that the entire student body acts collectively to prevent such offences.

In cases of ragging, a high-level prevention committee, comprising senior faculty members, has been constituted to swiftly address complaints and ensure that justice is delivered after a thorough investigation.

Note: Students found guilty of ragging may face expulsion from the University and criminal charges as per the provisions of the law.

10.3. Student Grievance Redressal Cell

The Student Grievance Redressal Cell (GRC) is an essential mechanism for fostering a responsive and accountable atmosphere within the University. The objective of the GRC is to resolve grievances raised by students, ensuring that the educational environment remains conducive to learning and personal development.

The GRC handles complaints related to academic matters, financial issues, and other relevant concerns. Students who encounter difficulties in these areas are encouraged to report their grievances so that appropriate measures can be taken to address the issues.

Procedure for Filing Grievances:

1. Students must submit their grievance in the prescribed format, available in this handbook, and deposit it in the designated grievance boxes.
2. All supporting documents should be attached to the grievance form.
3. The GRC will only consider grievances that have not been resolved through other departments.
4. Grievances concerning financial matters (such as fees) will only be considered if relevant documents (e.g., demand drafts) are attached.
5. The GRC will not entertain grievances related to:
 - Decisions made by the Executive Council, Academic Council, or other institutional committees.
 - Decisions regarding the awarding of scholarships, fee concessions, or medals.
 - Disciplinary actions or matters of misconduct.
 - Admissions to various courses offered by the University.
 - Assessment or examination results.

Through this process, the University ensures that student concerns are heard and addressed promptly and fairly.

10.4 Student Conduct Guidelines: Expectations and Prohibitions

- Students are expected to wear the prescribed uniform at all times while within the college premises, maintaining a professional and respectful appearance.
- Students are required to carry their institutional ID card and present it upon request by any authorized personnel.
- Students are encouraged to attend all classes regularly, adhering to the discipline and decorum that reflects the dignity and standards of the institution.
- Students are advised to take proper care of institutional property, including furniture, fixtures, laboratory equipment, electrical fittings, and transport facilities.
- Students are encouraged to maintain cleanliness across the campus and contribute to the upkeep of the institutional environment.
- Students are required to follow all usage guidelines for resources such as the library, internet services, laboratories, dispensaries, and transportation services.
- Students are expected to cooperate with Class Teachers and Proctors by providing necessary information when requested.
- Students are advised to address individual concerns directly, rather than in groups, ensuring that each issue is handled with due attention and confidentiality.

A student shall not indulge in any act of indiscipline, which includes:

- Any violation of regulations, policies, and the code of conduct for students at GIET University, as may be prescribed and be prevalent from time to time.
- Breach of an Undertaking or Declaration and/or refusal to obey the directions/instructions of the HOD/Dean, Registrar, Pro Vice Chancellors, Chief Proctor and/or Vice Chancellor or any other Senior University official.

- Failure to provide proof of identity when requested to do so, and/or not producing an identity card.
- Violent, indecent, disorderly, threatening, intimidating, or offensive behaviour or language (whether expressed orally, in writing, or electronically, including blogs, social networking websites, and other electronic means).
- Shouting, whistling, and use of verbal/written abuses, derogatory or foul language/terms against any officer, academic staff, administrative staff, other employees, or students of the University.
- Distribution or publication of a poster, notice, sign, or any publication, including audio-visual material, blog, or webpage, which is offensive, intimidating, threatening, or illegal.
- Any kind of betting/gambling/extraction of money from a fellow student.
- Any act of malpractice related to any examination/test/evaluation process conducted by the University.
- Littering on the University campus, including classrooms.
- Mass bunking of classes and other University activities, or causing disruption in any manner of the functioning of the University.
- Possession and/or use of banned/prohibited substances such as tobacco products, alcohol, narcotics, etc., within the premises of the University, including the hostels of the University.
- Carrying any weapons or prohibited items, or chemicals, or usage of/threat to use them.
- Violation of the status, dignity, and honour of students belonging to the Scheduled Castes and the Scheduled Tribes and/or using abusive language against them and/or indulging in any activity that tends to deride them or tarnish their reputation.
- Creating ill will or intolerance on religious/communal distribution of literature/propaganda material, in print/electronic form, pertaining to his/her religion, political views, and group views (based on caste, creed & place of residence) within the University campus.
- Accessing banned sites and/or pornographic sites and/or material on the University campus, including hostels.
- Any behaviour that could be construed as discriminatory or harassing on the grounds of sex, sexual orientation, gender, gender reassignment, race, religion, disability, or age of any student or member of staff of the University, or any visitor to the University.
- Fraud or deception in relation to the University or its staff, students or visitors.
- Possession of duplicate Identity Card/ Hall ticket/ Admit card/bus pass/ fee receipt/ impersonating: with an aim to commit fraud.
- Bribery or attempted bribery, including but not limited to offering or giving money, gifts, or any other advantage to any student or employee of the University, or any visitor to the University, with the intention of inducing that person to perform his/her role improperly or of rewarding that person for performing his/her role improperly.
- Theft, misappropriation, unauthorised use, or misuse of the University property or the property of its students, staff, or visitors.
- Failure to comply with any punishment imposed because of the University's disciplinary procedures or contempt of those procedures.
- Ragging is strictly prohibited. Indulging in any activity that amounts to ragging or any similar act shall result in the student being suspended from the University.
- Any act that tends to bring the University and/or its officials, staff, or other students into disrepute and/or adversely affects its reputation and goodwill.
- Misbehaviour/disrespectful behaviour, physical assault, or threat to use physical force against any member of teaching or non-teaching staff of any department/school/University, security staff, fellow students, and the public within or outside the campus.

- Indulging in any act, either singly or with others, that creates disturbance within any part of the campus/classrooms or indulging in any activity that obstructs the smooth conduct of classes and/or academic work within the campus.
- Participation and involvement in any agitation or public demonstration or any other form of collective activity in or outside the raising of any slogans or indulging in any violent activity in pursuance of any demands or issues.
- Any act, whether verbal, physical, or digital, that violates the status, dignity, or honour of others, including eve-teasing, accosting, molesting, using abusive language, making suggestive gestures, or sending offensive emails, WhatsApp messages, MMS, or other digital communications, is strictly prohibited. Students must respect personal data and privacy and comply with UGC guidelines on preventing sexual harassment and maintaining a safe, respectful campus environment.
- Public display of affection/socially unacceptable behaviour.
- Having been cautioned, making a false statement to the Enquiry Committee/Fact Finding Committee.
- Any other act of commission or omission, which constitutes indiscipline in the view of the Disciplinary Committee.

Any act of indiscipline pertaining to the Code of Conduct for Students listed in the above section and its Clauses/Sub-Clauses will be investigated by the Disciplinary Committee of the University. Based on the seriousness of the act of indiscipline, disciplinary action against the guilty student shall be initiated, which may range from a penalty/fine and/or recovery of costs/expenses (incurred by the University to restore or replace or repair any property destroyed, damaged or defaced by the student) and suspension or expulsion from the University. All powers relating to discipline and disciplinary action are vested in the hands of the person/committee as s/he may specify in this regard.

The Vice Chancellor may, on the recommendation of the Disciplinary Committee or on her/his own order, direct that any student found guilty of indiscipline shall:

- Be kept under disciplinary probation with or without supervision for a stated period; or
- Be suspended for a stated period; and/or
- Be fined monetarily with a specified amount; and/or
- Not receive the result in the examination in which s/he has appeared to be withheld for a stated period or cancelled; and/or
- Be debarred from one or more examinations conducted by the University; and/or
- Be debarred from the professional/industry practice provisions/facility of the University; and/or
- Be debarred from the placement assistance of the University; and/or

- Be debarred from registering for a specified academic term at the University; or
- Be expelled from the University
- Be expelled from the hostel
- In case a student is found guilty of indiscipline and is punished as stated above, his/her scholarship (if awarded) under the University Scholarship Policy shall be withdrawn with immediate effect. He/she shall be liable to refund the full amount received as a scholarship from the University from the date of admission.
- The University shall be entitled to issue a public notice with or without the photograph of the student concerned to inform the general public of the misconduct or the punishment imposed upon the student.

The decision of the Vice Chancellor regarding punishment shall be final and not open to question.

Nothing stated herein shall prevent the University from initiating or instituting appropriate action in accordance with the prevailing law, both civil and/or criminal, in addition to the actions defined above.

10.4.1. DISCIPLINARY ACTION

POSITIVE ADVICE/ COUNSELLING:

The student is first referred to a mentor (faculty/counsellor) who would offer him/her words of advice to guide them towards positive alternatives of behaviour. If the student is unable to reflect upon his/her own actions and rectify them accordingly, then engaging the student with the counsellor shall be mandatory. This will ensure positive behavioural change, and if required, subsequent follow-up counselling sessions shall continue to take place.

GUIDELINES FOR MENTEES:

- Cooperate fully with the mentor or counsellor assigned for guidance and support
- Listen attentively to advice and reflect sincerely on behaviour and actions
- Demonstrate willingness to adopt positive behavioural alternatives suggested
- Engage respectfully and honestly during counselling sessions
- Take responsibility for self-correction and improvement
- Attend mandatory counselling sessions when referred
- Participate actively in follow-up sessions, if required, to ensure sustained positive change

WARNING/ FINES:

If the student's behaviour is found inappropriate, a formal warning notice will be issued by the concerned authority in the University.

They will be instructed further that they shall be provided with one chance to display positive/appropriate student behaviour after realising their mistake.

In some cases of misbehaviour, such as theft or misuse/damage of institutional property, fines may be imposed.

The written evidence of fines shall be recorded in the student's file as proof of behavioural history, in case such kind of behaviour is repeated in the future.

If students are engaged in behaviour such as smoking, consuming alcohol, and/or taking drugs, then a fine as well as strict disciplinary action may be imposed.

SUSPENSION FROM CLASSES

Temporary suspension from the University excludes the student from academic or other activities for a specified period. The suspension notice will be issued to the student and their parents/guardian, and it will be recorded in the student's disciplinary record. The student may be withdrawn from courses and forfeit fees. After the suspension period, the student must request reinstatement by submitting a letter to the Chief Proctor/Dean, Student Affairs, with supporting documents. Return to the University is subject to approval by the concerned authority.

RUSTICATION

Rustication is a serious disciplinary action that excludes a student from the University for up to one year. During this period, the student's rights are forfeited, and their degree will not be conferred. The student will be withdrawn from all courses, and fees will be forfeited. The rustication notice will be issued to the student and sent to their parent/guardian, and it will be recorded permanently in the student's disciplinary records and academic transcripts. Rusticated students are not allowed on campus.

EXPULSION

Students expelled from the University will forfeit all student rights, be withdrawn from all courses, and have their fees forfeited. Expulsion prevents the student from receiving a final degree or award. The expulsion will be recorded in the student's disciplinary records and academic transcript, and the student will not be allowed on campus. A copy of the expulsion notice will be sent to the student's parent/guardian.

POSTPONEMENT OF THE CONFERRING OF AWARDS AND DEGREES

The University reserves the right to defer, postpone, or cancel the conferring of any award and degree during disciplinary measures or during the period of suspension.

10.4.2 Guidelines for Placement-Related Conduct

DOs:

- Students are expected to attend all placement drives in formal attire, ensuring a professional and respectful appearance.
- Students are required to carry their University ID card and Registration Card for identification and access during placement activities.
- Students are expected to ensure that all necessary documents, including attested copies of certificates and an updated resume, are properly organized and readily available for placement activities.
- Students are advised to maintain proper discipline and decorum, reflecting the institution's standards of professionalism and respect during placement drives.
- Students are encouraged to keep their mobile phones switched on while traveling for placement activities to ensure smooth communication.
- Students are required to switch off their mobile phones during written examinations, personal interviews, or corporate presentations to avoid distractions.
- Students are expected to follow the instructions provided by the concerned authority during off-campus placement activities.

DON'Ts:

- Students are discouraged from attending placement activities in casual dress; formal attire is mandatory.
- Students are advised not to use tobacco, alcohol, or any other intoxicating substances during placement activities.
- Students are discouraged from using inappropriate language or engaging in unbecoming behaviour while traveling for placement activities.
- Students are expected not to damage any property or engage in disrespectful behaviour, such as spitting or causing disruptions, while traveling to or from placement drives.
- Students found in violation of the aforementioned guidelines will be subject to disciplinary action, which may include debarring them from future placement opportunities.

10.5 Disciplinary Regulations for Students

- Students are expected to maintain a minimum attendance of 80% in theoretical courses to avoid detention. Any student failing to meet this attendance requirement will automatically be detained for the concerned subject.
- Students are required to maintain minimum attendance of 80% in all laboratory sessions. Absence from any laboratory session will be treated as a violation of academic regulations.
- Students are discouraged from attending theory and laboratory classes without adhering to the institutional dress code. Any violation will result in the student being marked absent, in consultation with the Head of the Department (HoD).
- Students are discouraged from using mobile phones on campus, including within classrooms and laboratories. Any student found using a mobile phone will have it confiscated and returned only at the end of the semester.
- Students are discouraged from consuming alcohol, tobacco, or other intoxicants, as such behaviour will lead to detention, expulsion from hostels, and debarment from end-semester examinations.
- Students are expected to follow the reporting procedure for any grievances:
 1. Proctor

2. Proctor Supervisor
3. HoD
- Students are expected to ensure that their alumni details are maintained at the departmental level after graduation, and they are encouraged to participate in any future alumni interactions organized by the institution.

10.6 Information for Parents:

GIET University, Gunupur, is one of the premier technical institutes in India, striving to produce technocrats par excellence. The institution is committed to imparting quality education and nurturing skilled, responsible citizens who can uphold the nation's ideals. However, the realization of this lofty mission is only possible with the active support of parents. We encourage parents to collaborate with us in nurturing their children's talent and enabling them to reach their full potential.

- Parents are encouraged to be vigilant and maintain a strict follow-up on the attendance of their wards to ensure they attend all classes.
- They are urged to stay in regular contact with the class teacher to monitor their ward's academic progress.
- It is important for parents to advise their wards on the value of discipline, punctuality, and the importance of building a meaningful career.
- Parents should contact the Proctor, class teacher or Head of the Department if they feel their ward is not progressing academically as expected.
- Timely response to any written or oral communication from the institution is highly encouraged.
- Parents are requested to ensure the timely payment of college and other related fees.
- An undertaking should be signed at the time of admission, ensuring agreement with the institution's rules and regulations.
- Parents are advised to avoid giving large amounts of pocket money to their wards, as this may distract them from their academic focus and potentially lead them astray.
- The institution discourages providing expensive mobile phones to students, as they may interfere with academic priorities.
- It is essential for parents to acknowledge that the decision of the management regarding rules and regulations will be final and binding, as these decisions are designed to benefit the students.

11.0 FACILITIES

11.1 MEDICAL FACILITY:

GIET University, Gunupur, places paramount importance on the health and well-being of its students. Understanding that a healthy body is essential for a productive mind, the University has taken comprehensive measures to ensure the provision of healthcare services. The campus houses a fully equipped dispensary, capable of addressing health-related emergencies. The dispensary operates with qualified doctors and pharmacists, available around the clock to provide medical care for both students and staff. Regular visits by doctors, the Director, Principal, Dean (Administration), and Warden ensure close monitoring of the health situation in the hostels. The University also provides an ambulance service for medical emergencies. Consultancy services for both staff and students are available free of charge at the institute's dispensary.

11.2 TRANSPORT FACILITY:

The University offers transport services to all students, managed by the Dean (Administration) for daily operations. Students are advised to adhere to the following rules to maintain order and discipline:

- Buses have designated stops. Students must wait at these specified stops to board their bus.
- Students are required to travel on the bus assigned to their respective routes and should not change buses or routes without prior approval.
- Decency and discipline must be maintained at all times while traveling on the bus.
- The consumption of addictive substances, including smoking, tobacco, and alcohol, is strictly prohibited on the bus.
- Ragging or any form of harassment on the bus will not be tolerated.
- Damaging any property, such as seats, lights, or windows, will result in a fine, as determined by the authorities.
- Students should interact politely with transport staff at all times.
- Violation of these rules will lead to strict disciplinary action.
- Suggestions related to transport services should be directed to the Transport Supervisor or Dean (Administration).

11.3 LIBRARY:

The University's air-conditioned library is an integral part of the academic infrastructure, designed to support the educational and research needs of students. It offers a comprehensive collection of textbooks and reference materials, alongside various additional resources aimed at enhancing student learning. The library is equipped with facilities for photocopying, spiral binding, and lamination, ensuring that students can conveniently access these services to preserve their academic work. Furthermore, the library provides access to a wide range of digital resources, including e-books, online journals, and multimedia content, fostering a modern learning environment.

Students can make use of the Web-based Online Public Access Catalogue (OPAC) to efficiently search for books, journals, and other materials. The library also houses an extensive collection of CDs, DVDs, and back volumes of magazines and journals, ensuring students have access to a diverse range of knowledge across disciplines. The library is designed to cater to the academic needs of all students and staff, making it an essential resource for research, learning, and personal development.

11.4 GAMES & SPORTS:

The University recognizes the critical role that physical activity and sports play in maintaining a balanced and healthy lifestyle. As such, it has invested in creating a robust infrastructure for both outdoor and indoor sports, offering students ample opportunities to engage in a variety of athletic activities. The University boasts a national-standard, five-lane swimming pool, providing students with the facilities for both recreational and competitive swimming.

In addition to the swimming pool, the campus features spacious, well-maintained playgrounds for major outdoor sports such as football, cricket, basketball, volleyball, and badminton. These facilities are complemented by an array of indoor games that cater to a diverse range of interests, including table tennis, chess, and carom. The University ensures that students have access to top-

quality facilities and coaching, with qualified trainers available to assist in the development of students' skills.

The sports facilities are accessible to all students, and there is an emphasis on inclusivity, with both male and female students encouraged to participate actively in sports and games. The University takes special care to ensure that female students have the support they need for participation in sports, with lady faculty members accompanying them during off-campus sporting or cultural events.

A qualified swimming instructor is appointed to train students, with separate time slots allocated for male and female students, as well as staff members.

11.5 HOSTEL FACILITY

GIET University provides separate, well-furnished hostels for boys and girls, ensuring both comfort and safety. Each hostel is under the constant supervision of trained security personnel and is fully monitored by 24/7 CCTV surveillance. The university is proud to offer one of the safest residential environments, particularly emphasizing the security of its ladies' hostel, which is regularly reviewed to maintain the highest standards of safety. All hostels are equipped with high-speed Wi-Fi internet connectivity, accessible round-the-clock to support academic and personal use. The university ensures a secure and supportive residential environment that promotes focused study and balanced student life. Hostel facilities include modern rooms, common recreation areas and uninterrupted electricity and water supply. The Central Mess serves nutritious, hygienic vegetarian and non-vegetarian meals as per a scheduled menu, ensuring students' dietary needs are well taken care of.

11.6 CAMPUS FLASH:

GIET University, Gunupur publishes a monthly newsletter, *Campus Flash*, which provides information about the events happening on the campus. The newsletter highlights various achievements of students and faculty members, such as their participation in seminars, conferences, workshops, and other commendable endeavors. Students are also encouraged to contribute news items to the newsletter through the correspondent of their respective department.

11.7 NATIONAL SERVICE SCHEME (NSS):

The National Service Scheme (NSS) at *GIET University, Gunupur* aims to develop students' personalities through community service. By engaging in activities like blood donation drives, cleanliness campaigns, health awareness programs, environmental initiatives, and rural development projects, students contribute to the betterment of society. The program fosters social responsibility, leadership, and national integration. NSS participants gain valuable experiences and can earn certificates for their contributions, enhancing their personal and professional growth.

11.8 NATIONAL CADET CORPS (NCC):

The National Cadet Corps (NCC) at *GIET University, Gunupur* offers students a platform to develop discipline, leadership, and a sense of national responsibility. Through structured training programs, cadets engage in activities such as drill exercises, leadership camps, and community service initiatives. These experiences aim to instill values of duty, commitment, and moral integrity, preparing students for future leadership roles. Participation in NCC activities enhances personal growth and contributes to the holistic development of students.

12.0 Hostel Rules

The hostel facilities at GIET University are designed to support a disciplined, secure, and academically productive environment. These rules apply uniformly to all residents, and adherence is mandatory. Violations may result in disciplinary action, including expulsion from the hostel.

12.1 Admission

Hostel accommodation is granted annually based on availability and at the discretion of the university. Priority is provided to outstation students. Admission is confirmed only upon submission of the prescribed application form and required documents, along with an undertaking to comply with hostel regulations.

12.2 Withdrawal

Students may withdraw from the hostel only at the beginning of an even semester. Withdrawal during an odd semester is not permitted and will result in forfeiture of hostel fees, irrespective of the reason. A formal application endorsed by the parent/guardian must be submitted to the class teacher for further action, and withdrawals are subject to approval.

12.3 Study Hours

Study hours are enforced daily from 7:00 PM to 10:00 PM, during which students must maintain complete silence. These hours are intended exclusively for academic work. Group discussions or social interactions are discouraged during this period.

12.4 Reporting Time

All hostel residents must return to the hostel premises by 7:00 PM. Late entry is allowed only with prior written permission from the Warden and must be recorded in the movement register. Repeat violations will be dealt with strictly.

12.5 Leave or Absence

All leave requests must be submitted in advance through the official format, stating the reason and duration of absence. Parental/guardian consent is mandatory. Unauthorized absence from the hostel will be considered a serious breach of conduct.

12.6 Care of Hostel Property

Students must maintain hostel property with care. Damages to fixtures, furniture, or any university-owned items will be recovered from the student(s) responsible. Intentional vandalism may result in strict disciplinary measures.

12.7 Electricity

The use of unauthorized electrical appliances such as immersion heaters, cooking devices, or high-voltage equipment is strictly prohibited. Violation of this rule may lead to confiscation of devices and a penalty. Only prescribed and approved devices are allowed within the hostel rooms.

12.8 Security

The hostel premises are monitored by 24/7 security personnel and surveillance systems. Students are expected to cooperate fully with security checks and maintain vigilance. Any suspicious activity must be reported immediately to the Warden or campus security.

12.9 Visitors or Guests

Visitors are permitted only during the student's free shift, i.e., when they have no scheduled classes. All visitors must be recorded in the visitor's register and are allowed only in the designated areas. No overnight stays by guests are permitted under any circumstances.

12.10 Medical Assistance

GIET University maintains ambulance services and emergency medical support. In case of illness or injury, students must immediately report to the Warden or hostel authorities, who will arrange transportation to the affiliated medical facility if needed.

12.11 Code of Conduct for Staying Outside Campus

Students must seek prior written permission from the Warden before staying outside the hostel

overnight. Full address, contact information, and parental approval are required. Unauthorized overnight absence will lead to disciplinary action and may affect eligibility for future hostel accommodation.

12.12 Central Mess

The hostel mess, known as the Central Mess, provides hygienic and nutritious vegetarian and non-vegetarian meals according to a scheduled menu. Dining at the Central Mess is compulsory for all hostel residents. Misbehavior in the mess, food wastage, or violation of mess rules will attract penalties.

12.13 Discipline and Re-Admission

All residents are expected to maintain exemplary discipline. Acts such as ragging, substance abuse, insubordination, or disruptive conduct will result in immediate expulsion and possible legal action.

Students who withdraw from the hostel and seek re-admission must satisfy the following conditions:

- Achieve a minimum 80% attendance in the ongoing academic session.
- Secure a minimum CGPA of 8.0.

Meeting these criteria does not guarantee re-admission; it only makes the student eligible for consideration, subject to availability and university approval.