

# Online Programmes

Invest in your professional  
development with a rewarding  
online degree.

**DDOE**  
**Directorate of Distance  
and Online Education**

**Graphic Era**  
Deemed to be  
**University**  
DEHRADUN





“Bridging The Gap Between Students and **Evolving Global Economy** by Imparting Quality Education, and **Fostering Future Innovators** and Leaders Since 1997!”

**Directorate of Distance and Online Education:**

Graphic Era Deemed to be University has geared up to accomplish the herculean task of nation building with its Directorate of Distance and Online Education which aims to bring world-class education to the doorstep of knowledge seekers by harnessing latest technologies and innovations. Our pedagogical focus is on building their aptitude, creating a thirst for knowledge and enthusiasm to become leaders in their fields. Our online learning system is well-equipped with industry-oriented curriculum, high quality instructional material, and reliable digital resources to reach out to various strata of students.

Ranked <b>65</b> amongst <b>Top Management</b> Institutions of India.	Ranked <b>64</b> amongst <b>Top Engineering</b> Institutions of India.	Ranked <b>74</b> amongst <b>Top Universities</b> of India.	* Source: NIRF 2022 Ranking Ministry of Education Govt. of India	
<b>Band ‘Excellent’</b> under the category "University & Deemed to be University (Private/Self Finaced) (Technical)"	<b>QS-i-GAUGE</b> Platinum Subject Rating in Engineering & Diamond Rating in overall University Category	<b>NBA</b> Approved Academic Programs Biotechnology, CSE, ECE, ME , CE & EE, & MBA	<b>NAAC ‘A+’</b> NAAC Accredited	<b>AICTE</b> Approved Academic Programs

Source: Atal Ranking of Institutions on Innovation Achievements (ARIIA), 2022, MHRD’S Innovation Cell, AICTE, Govt. of India

Ranked amongst <b>TOP 601-800</b> Universities of the World	<b>10<sup>th</sup></b> Rank amongst Top Universities of India (Both Government & Private)	<b>1<sup>st</sup></b> Rank amongst all Universities of Uttarakhand (Both Government & Private)	Source: Times Higher Education World University Ranking 2023
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With over 30 years of triumph and edification, Graphic Era stands tall as an abode of learning and excellence. Our holistic approach in the towards education ensures intellectual growth and personal development of our students.

We take pride in grooming the students into building blocks of a remarkable society. We offer them a plethora of opportunities that enables them to find their niche and make a mark in the professional world.

The Graphic Era Group of Institutions have emerged as institutes of national repute with accreditations and recognitions from prestigious organizations like QS I-Gauge, Institute of Engineers, Computer Society of India, Indian Society of Technical Education, and many more.

With the promise to leave no stone unturned to transform your dreams into reality, we welcome you to Graphic Era family!

**1<sup>ST</sup> UNIVERSITY TO OFFER ONLINE PROGRAMS IN UTTARAKHAND**



# FOUNDER PRESIDENT

## Graphic Era Group of Institutions

Reflecting upon the accomplishments of Graphic Era over the last three decades, I can say with utmost conviction that we have adapted remarkably well to the rapidly evolving education landscape all over the globe. The journey from Graphic Era Institute of Technology to Graphic Era Group of Institutions has been a long but swift one and the organization's relentless focus on Academic rigor, Innovation and Research, Industry Requirements and Knowledge trends has allowed us to maintain a brisk pace of growth in excellence across all domains.

Management Education was one of our Core thrust areas since the inception of Brand Graphic Era, and the sustained and consistent success of the Department of Management Studies at Graphic Era (Deemed to be University) bears testimony to that. Our current program offerings cover a wide array of educational domains that cater to a large audience on the national level, but we now felt the need for a premium, research and case study driven with a clear focus on creating out leaders for today's industries, and hence the creation of MBA IMPACT.

The Program aims at providing an Integrated Form of learning that cuts across domains, providing comprehensive learning to acquire all trending skills as per the industry requirements in these fast-changing times. We have termed this as creative transformation as it ensures 360 Degree Development of the candidate instilling everything ranging from the qualities of a modern-day manager to the traits of a capable entrepreneur.

The advent of IMPACT will allow students across India to have access to another quality MBA Degree that covers development on all fronts and places them ahead of their peers on the path to attaining glorious success!

My best wishes to the candidates.

**Prof. Kamal Ghanshala**

Founder President, Graphic Era Group of Institutions



The Founder-President of the prestigious Graphic Era Group of Institutions is a renowned academician and edupreneur.

Prof. Ghanshala still continues to take classes of every student of Computer Science that passes out of Graphic Era Group of Institutions, ensuring a high level of competence in the core subjects of Data Structures and Algorithms. His contribution in the field of research can be felt globally in USA, Canada, London, Paris, Germany, Denmark, Johannesburg, Turkey, Croatia and Thailand. Amongst many laurels, he has been conferred the 'Uttarakhand Ratna, 2007' for outstanding contribution to quality Technical and Higher education and the 'Visionary Edupreneur of India Award, 2017' by Hon'ble Former President of India, Mr. Pranab Mukherjee.

**"Your journey should not be defined by roles, positions or titles but the goal you wish to achieve"**

*~Kamal Ghanshala*



**Prof. (Dr.) Sita Ram Khanduja, former professor at IIT Roorkee and Chancellor at Graphic Era University Dehradun, received his B.Sc. Degree from Agra University, and ME & Ph.D. Degree from Roorkee University (now IIT Roorkee).**

He has spent a total of 33 years with IIT Roorkee involved in teaching and research activities. In addition to his academic responsibilities, he also gained valuable administrative experience by serving in various positions throughout his tenure. He worked as a lecturer in the Department of Mechanical & Industrial Engineering during 1967-81. During his tenure as a Lecturer, he pursued Ph.D. in ME and engaged in several research activities from 1972-76. He also had the opportunity to conduct research in West Germany under the esteemed DAAD Program. After which he progressed to the position of reader in IIT Roorkee from 1981-91.

His commitment to academic excellence was recognised, and he was promoted to the position of Professor at IIT Roorkee effective from 1991-2000. He continued in this esteemed role until his retirement on June 30, 2000. Post his retirement since 2002 he had held several eminent roles like former Director of Engineering, Director General and Vice Chancellor with Graphic Era University from 2002-2011. His area of specialisation include Mechanical Engineering, Production Processes, Metal castings, Industrial Engineering, Production & Quality Management.

Since its inception, Graphic Era University has been a trendsetter in providing quality education to students and is known for New Age Academics. We were accredited by NAAC with grade 'A+' which solidified its status as a premier learning institute in the country.

Now with the aim to reach out to a larger audience, we have introduced the online learning program through Graphic Era Directorate of Distance and Online Education. The program has been designed keeping in mind the aspirations of the young students who for some reason cannot attend full time, regular classes.

The program has been built in consultation with industry leaders and some of the best minds in field of education with the goal to provide exceptional opportunities for students to achieve the best.

**My heartiest welcome to the new batch of students who have joined us to advance their knowledge and career. With our excellent faculty, infrastructure and placements, I assure you that you will have a bright future! I assure you that Graphic Era will leave no stone unturned to transform your dreams into reality!**

**Prof. (Dr.) S.R. Khanduja**  
Chancellor, Graphic Era Deemed to be University  
Dehradun

**CHANCELLOR'S  
MESSAGE**

**VICE - CHANCELLOR'S  
MESSAGE**



**Prof. Narpinder Singh**

FNA, FNASc, FNAAS, FRSC, FAACC, FAFST(I), FPAS, J.C. Bose Fellow  
Vice Chancellor, Graphic Era Deemed to be University  
Dehradun

The university has redefined professional education by constantly bringing paradigm shifts in its pedagogical practices with a focus on student-centric approach, embracing innovations in study programs, regularly updating curriculum with an eye on imparting industry relevant skills, involvement of students in research through project-based learning etc., which ensures realization of full potential of them students and empowers them with a competitive attitude.

**No wonder, Graphic Era University has emerged as a preferred destination for eminent firms like Wipro, Capgemini, Infosys, TCS, Adobe, Tata Technologies Ltd, and many other MNCs for hiring quality students.**

**DIRECTOR'S  
MESSAGE**



**Prof. (Dr.) Santosh Saraf**  
Directorate of Distance & Online Education, Graphic Era  
Deemed to be University, Dehradun

**I take this opportunity to welcome students on board for an exciting journey of learning and experiences. You are now part of one of the fastest growing medium of Teaching and Learning.**

We are proud of you for having taken that step to continue learning while you are working, your action of empowering yourself with knowledge embodies the phrase "Knowledge is Power".

With our efforts to expose you to all the latest developments in the field, we strive hard to contribute to your overall development as a person.



# Have an **edge** over others!

Pursuing an open & online degree has its own share of advantages. The Candidates can actively work on field towards his/her passion and pursue higher education at the same time. They have the benefit of learning and gaining academic credentials at their own pace and convenience while fulfilling the commitments or responsibilities which make traveling to college everyday a tough task.

## What can you do with a online education degree?

**1. Study at your own pace & convenience.**

**2. Enhance your skills!**

Keep your job and skill yourselves towards a better opportunity.

**3. Program Delivery & evaluation in online mode.**

### Graphic Era Directorate Distance & Online Education

aims to enable every student to become the best version of themselves by providing a comfortable, convenient, and flexible environment to study in. The motto of the university is to drive students to build themselves a rewarding career, and be well-versed with the evolving global economy and environment.

The university is well-equipped with state-of-the-art infrastructure and resources, distinguished and proficient faculty, excellent academic programs, diverse culture and an unbeatable competitive spirit. Since its foundation, Graphic Era University has been engaged in fostering innovation and new ideas, working zealously and consistently to impart quality education and generate skills amongst the youth, in order to transform them into future innovators, leaders and researchers of the world.

## VISION:

online education system to impart high quality, technology driven, and value based education to the learning aspirants spread across the society so as to be competent in Global arena.

**Investing in Education can never go out of vogue.**  
It transports a person from darkness into light. One can never be educated enough.

**Keep Learning.  
Keep Growing.**

## MISSION:

- Providing state of the art technology infrastructure, well trained academicians for smooth knowledge transfer to Online & Online Learning aspirant.
- Creating curriculum at par with international standard for Online & Online Learning platform
- To build the skill and competencies essential for the Online & Online Learning aspirants to compete globally
- To provide a unique modern pedagogical teaching technology, four quadrant digital content development and assessment as per Online & Online Learning needs.
- Engaging Online & Online Learning aspirants and groom them as professional leaders, entrepreneurs in an challenging diverse environment
- Encourage Online & Online Learning aspirants to take ISR activities for women empowerment, upliftment of rural/deprived sections of the society and socially relevant research.
- Creating a Transparent, Scientific and Impartial digital Evaluation system to ensure quality certification.

## CORE VALUES:

**“Authenticity is the highest form of being”**  
- Justly quoted by the renowned author **Teal Swan**

### Authenticity

We encourage our students to confidently be who they truly are, brazen and forthright. Your authenticity will bring you good will and laurels. Be bold and brassy, honest and honorable.

**Theodore Roosevelt** once rightly said, “Whenever you’re asked if you can do a job, tell them, **‘Certainly, I can!’**, and then get busy, and figure out how to do it.”

### Competence

Competence builds confidence. Start loving what you do. Learn how to get better at it. Competence is rare in this day and age.

An extract from **Onyi Anyado’s** legacy aptly states how goals, excellence and guided vision can set path to **“Doorway to Distinction”**

### Distinction

Set yourself apart from the crowd and be the absolute best at what you do. Leave your mark wherever you go, and be an idol worth aspiring to.



## What makes **GEU's DDOE** different?

### Career Support

- ✔ Placement support
- ✔ Career Counselling
- ✔ Technology Business Incubator
- ✔ Startup support
- ✔ Alumni Membership

### #AnytimeAnywhere Smart Immersive Learning

- ✔ Live Online Sessions
- ✔ Well organised video lectures and online content
- ✔ Guest lectures by industry experts
- ✔ Four quadrant learning approach

### Special Offerings

- ✔ Industry-oriented curriculum at par with acclaimed regular programs
- ✔ Online & Offline personal counselling programs
- ✔ Internship opportunities with reputed firms
- ✔ Scope to participate in extra-curricular activities
- ✔ Scope of participation in GEU's Research programs
- ✔ Online Library facility
- ✔ Help Desk Student Support





## Bachelor of Business Administration (BBA)

### ABOUT THE PROGRAM:

Bachelor of Business Administration is a professional degree programme designed to equip students with the knowledge and skills necessary for a successful career in the field of business and management.

### MODE OF DELIVERY:

University's online programme delivery mechanism will be in line with the regulatory guidelines. Students will be provided with learning support on online portal in addition to Virtual Counselling sessions. On confirmation of admission, the student will be given his/her login credentials to the programme and access to study material video session/e-books/ announcements/ quiz etc.

### DURATION OF THE PROGRAMME:

- Minimum duration of the programme: **3 years**
- Maximum duration of the programme: **6 years = (3+2+1\*)**

### ADMISSION ELIGIBILITY:

- Normal: A person with 10+2 or its equivalent examination in any stream conducted by a recognized Board/ University/ Council is eligible for admission.
- Lateral Entry: Not Applicable

\*Students can get on year extension, provided the academic council approves the same.

## Bachelor of Commerce (B.COM.(Hons.))

### ABOUT THE PROGRAM:

Bachelor of Commerce (Hons.) is a professional degree programme created to cultivate the skills needed for careers in the field of commerce, in today's business environment.

### MODE OF DELIVERY:

University's online programme delivery mechanism will be in line with the regulatory guidelines. Students will be provided with learning support on online portal in addition to Virtual Counselling sessions. On confirmation of admission, the student will be given his/her login credentials to the programme and access to study material video session/e-books/ announcements/ quiz etc.

### DURATION OF THE PROGRAMME:

- Minimum duration of the programme: **3 years**
- Maximum duration of the programme: **6 years = (3+2+1\*)**

### ADMISSION ELIGIBILITY:

- A person with 10+2 or its equivalent examination in science or commerce stream conducted by a recognized Board/ University/ Council is eligible for admission.
- Lateral Entry: Not Applicable

\*Students can get on year extension, provided the academic council approves the same.

\*EXIT Option after year 3

## Bachelor of Computer Application (BCA)

### ABOUT THE PROGRAM:

Bachelor of Computer Application is a professional degree programme designed to equip the students with the knowledge and skills required for a successful career in the rapidly growing field of information technology.

### MODE OF DELIVERY:

University's online programme delivery mechanism will be in line with the regulatory guidelines. Students will be provided with learning support on online portal in addition to Virtual Counselling sessions. On confirmation of admission, the student will be given his/her login credentials to the programme and access to study material video session/e-books/ announcements/ quiz etc.

### DURATION OF THE PROGRAMME:

- Minimum duration of the programme: **3 years**
- Maximum duration of the programme: **6 years = (3+2+1\*)**

### ADMISSION ELIGIBILITY:

- Normal: A person with 10+2 with mathematics or its equivalent examination in any stream conducted by a recognized Board/ University/ Council is eligible for admission.
- Lateral Entry: Not Applicable

\*Students can get on year extension, provided the academic council approves the same.





# POSTGRADUATE PROGRAMS

## Master of Business Administration (MBA)

### PROGRAM OBJECTIVES:

Upon completion of MBA program, the graduates will gain the knowledge of management concepts and ability to analyze complex business problems and derive solutions.

- PO1.** Knowledge and application of management concepts, for increasing the efficiency at workplace.
- PO2.** Ability to analyze complex business problems and designing solutions.
- PO3.** Using the research based knowledge and methods including primary and secondary data collection, analysis and interpretation to find business solutions and interpret real time business problems.
- PO4.** Giving exposure to practical aspects of business and prevalent industry practices.
- PO5.** Strengthening the reasoning and analytical abilities for application in business problems.
- PO6.** Developing an individual to work effectively as an independent, as a member in diverse team in multidisciplinary settings.
- PO7.** Developing leadership qualities in an individual to exercise leadership roles.
- PO8.** Communicating effectively across the organization in different settings with different stakeholders.
- PO9.** Enhancing the creative acumen and developing innovative capabilities.
- PO10.** Developing the enterprising ability by using the emerging tools of ICT.
- PO11.** Sensitivity towards environments (business and physical), values, ethics and social responsibility.
- PO12.** Ability to adopt life-long learning towards professional and overall development

### ABOUT THE PROGRAM:

Master of Business Administration is highly-valued professional degree programme that equips the students with administrative and leadership skills required to advance career in the field of business and management.

### SPECIALIZATION:

This program offers Major & Minor specializations. A student is required to select from the specializations offered by the university in the beginning, which cannot be changed later.

### DURATION OF THE PROGRAMME:

- Minimum duration of the programme: **2 years**
- Maximum duration of the programme: **5 years = (2+2+1\*)**

### ADMISSION ELIGIBILITY:

Bachelor's degree (any discipline) or equivalent subject to qualifying: as per AICTE/UGC guidelines. CAT/MAT/XAT/NMAT/CMAT\*  
• Lateral Entry: Not Applicable

### MODE OF DELIVERY:

University's online programme delivery mechanism will be in line with the regulatory guidelines. Students will be provided with learning support on online portal in addition to Virtual Counselling sessions.

On confirmation of admission, the student will be given his/her login credentials to the programme and access to study material video session/e-books announcements/ quiz etc.

\*Students can get on year extension, provided the academic council approves the same.

### ELECTIVES:

The online MBA program offers students a diverse selection of elective courses, empowering them to personalize their learning experience and pursue their desired professional paths

**Human Resources (HR)** elective focuses on developing skills and knowledge in human resource management, including recruitment, training, compensation, and employee relations.

**Marketing** elective focuses on developing strategic marketing plans, analysing consumer behaviour, and identifying market trends to maximize profitability and competitive advantage for businesses.

**Logistics & Supply chain management** elective focuses on developing expertise in managing the flow of goods and services, from procurement to delivery, to enhance business efficiency and competitiveness.

**Artificial Intelligence (AI)** elective combines business acumen with artificial intelligence expertise, preparing students to leverage data-driven insights and innovation to solve complex business challenges.

**Finance** elective provides students with a deep understanding of financial theory, quantitative analysis, and practical skills required for effective financial management and investment decision-making in various industries.





# POSTGRADUATE

## PROGRAMS

### Master of Computer Application (MCA)

#### MODE OF DELIVERY:

University's online programme delivery mechanism will be in line with the regulatory guidelines. Students will be provided with learning support on online portal in addition to Virtual Counselling sessions.

On confirmation of admission, the student will be given his/her login credentials to the programme and access to study material video session/e-books/ announcements quiz etc.

#### ABOUT THE PROGRAM:

Master of Computer Application is a highly-valued professional degree programme designed to equip students with in-depth knowledge and skills required for career progression in the field of information technology.

#### DURATION OF THE PROGRAMME:

- Minimum duration of the programme: **2 years**
- Maximum duration of the programme: **5 years = (2+2+1\*)**

#### ADMISSION ELIGIBILITY:

- A person with 10+2+3 with mathematics or its equivalent examination in any stream conducted by a recognized Board/ University/ Council is eligible for admission, as per AICTE/UGC guidelines
- Lateral Entry: Not Applicable

#### ELECTIVES:

Online MCA students can choose from three elective courses to customize their education and align it with their career goals:

**The Internet of Things (IoT)** elective covers the fundamental concepts and practical applications of connecting everyday devices to the internet, enabling smart and interconnected systems for businesses and consumers.

**Big Data Analytics** elective teaches the use of advanced techniques to extract insights from large data sets, enabling informed decision-making and improved business outcomes.

**The Machine Learning (ML)** elective teaches students how to use algorithms to analyze data, make predictions, and automate tasks, providing practical skills for data-driven problem solving.





# ADMISSION GUIDELINES

## 1 Application

The Candidates seeking admission in **Graphic Era deemed to be University Distance & Online Learning Programme (GEU DDOE)** shall fill-up either online application form available on website “**online.geu.ac.in**” or physical Application form which can be purchased from University head office or from the University regional admission offices. The details in this regard are available on website “**online.geu.ac.in**”.

Candidates are requested to note the following:

- a) All admissions shall be **PROVISIONAL**
- b) Admission will be cancelled in case of failure to pay the full fees and/failure to submit (either online or hard copy) of required documents within the stipulated time. The University is not responsible for any lost opportunity or loss/damage arising thereof.
- c) The University has the right to make any changes in the academic Calendar; any such changes will be notified on the University website “**online.geu.ac.in**” and that is final & binding.
- d) Programme details: - The Programme details along with the admission eligibility for different programmes can be checked from prospectus or on University DDOE website “**online.geu.ac.in**”.
- e) The Candidates should carefully read the instructions given in the prospectus before filling the application form.

## 2 Mode of Fee Payment

### ONLINE:

- a) Students need to register at **online.geu.ac.in** and buy the e-prospectus via payment through online mode. Once the application form is enabled, applicant will be provided with University Account Number with an enabled payment Gateway.
- b) Payment Gateway: Credit/Debit Card (ATM), Net Banking, RTGS/NEFT/UPI and Challan.
- c) Status of Student Fee paid through Online Mode will be updated within 72 hours. In case of any fee deposit related clarification/details, write an email to **accounts.ddoe@geu.ac.in**.

### OFFLINE:

- a) Students can visit the Regional Admission office or Graphic Era University Campus, Bell Road, Clement Town, Dehradun, PIN-248002 to buy the prospectus.
- b) After the completion of required admission formalities, students can deposit the fee at University Regional Admission offices or Graphic Era University Campus only through cheque/card.
- c) The fee can be paid through NEFT/RTGS to the University account or can scan QR code from challan or can visit Axis with GEU challan for cash deposit.

## 3 Admissions to Programme

- a) The Candidates are requested to read the program information given in website /prospectus and familiarize with the eligibility criteria and other relevant information related to admission.
- b) All the applicants are required to register/sign up online before proceeding to fill the application form only at **online.geu.ac.in** for online admission
- c) The Candidates must provide a valid email address and active mobile number while registering, since these contacts will be used for all future communications with the applicants. Any change in the same must be informed to the university immediately.
- d) All Indian nationals have to submit and mention their **ABC ID** after registration, login credentials will be sent via an email to the registered email address. In case of wrong email address and mobile number provided during sign up, you will be required to register afresh with the correct details.
- e) A candidate cannot claim admission merely by filling the application-cum-Registration form and paying the Registration fee. Admission will be granted if and only if she/he fulfills the eligibility criteria as per the University norms. Therefore, candidates are advised to read the eligibility and other conditions carefully to check their eligibility before filling the form.
- f) A scanned recent color passport photograph must be uploaded on the portal as per the instruction printed on the admission form. The color photograph must be in JPG format and not exceeding 100 KB. Photographs taken via mobile phone and other kinds of self-composed portraits will not be accepted.
- g) A set of self-attested copies of the certificates are required to be attached/uploaded along with the application.
- h) The University has the right to demand for the original documents for the purpose of verification if required at any stage during the programme. The original documents so collected will be returned back to the students after verification.
- i) Admitted candidates will have to submit the original **migration certificate** and **character certificate** from the earlier University/Board.
- j) The Candidates must submit their application on or before the notified last date.
- k) Students can mail their queries regarding admissions to **admissions.ddoe@geu.ac.in**

## 4 Eligibility Criteria & Programme Fee

The eligibility criteria for various programmes are specified in the programme details section and the programme fee is given in the programme fee section of the **prospectus as well as on University website**.

## 5 Other Fees

The programme fee does not include various other components of fees such as re-registration/Prospectus Fees, re-appear, re-evaluation fee etc. The details of the same shall be notified by the University on **online.geu.ac.in** website from time to time.



## 6 Penalty for Wrong/ Suppression of Information

If at any stage it is found that a candidate has concealed, suppressed or distorted any information/ fact, in the application form, his/ her admission to the university, if granted shall stand cancelled and all the fees already paid shall stand forfeited. She/he will have no claim, whatsoever, against the University.

## 7 For the Candidates Appearing in the Final Qualifying Examination

- a) The Candidates who are appearing in the final exam of the qualifying +2/ degree / diploma are eligible to apply.
- b) The candidates appearing in the final Qualifying examinations must have to submit the proof of passing the qualifying examination with minimum percentage of marks required on or before the specified date **[check important dates]** failing which his/her admission shall stand cancelled. In such case, candidates who submit their request for withdrawal of application on or before the last date of submission of “proof of passing the qualifying examination with minimum percentage of marks” will be eligible for refund of fee.
- c) However, if the candidate fails to produce the proof of passing the qualifying examination with minimum percentage of marks required and does not submit the request for withdrawal of application within the stipulated date shall not be eligible for any refund of fee. In such cases, the Program fee paid will be forfeited.

## 8 Document Verification

All candidates must submit/attach self-attested photocopies of the following documents along with the fee conformation slip and fee receipt and the application form **(Self-attested scanned copies for online mode / Self-attested hard copy along with the application for off-line mode).**

- a) 10<sup>th</sup> Certificate/Marks Card for age proof
- b) Score card of qualifying examination if any
- c) Character Certificate from Head of the Institution last attended **(original)**
- d) Migration Certificate **(Original)**
- e) Three additional photographs for off-line mode of application
- f) Marks Sheet (Graduation, Diploma, 10+2, Matriculation)
- g) Aadhar Card
- h) ID: - DL/Passport/any other government recognized ID proof
- i) Residence Proof
- j) Physically Handicap – Doctors certificate from competent medical authority, if applicable
- k) ABC ID
- l) passport-sized photograph

**Please Note:**  
All the documents must be submitted on or before the closing date (Check Important dates)

## 9 Request for Change of Programme

- a) The students wish to opt for the change of Programme must do so within **fifteen days from the closing date** of the admission by paying the difference in Programme Fee if any.
- b) The candidates opting for the change of program must fill online “change of programme request” form by paying along with the difference in the programme fee within the stipulated date.
- c) Students can opt for change of programme if and only if she/he is eligible for the new opted programme and the programme eligibility is available in the university website (**admission.geu.ac.in**) and also in the prospectus. However, if the fee paid is in excess, it will be adjusted to the student.

## 10 Payment of Fee

For any payment of fee students are advised to collect a formal fees receipt from the university campus/university regional admission office, if fee is paid at any of the admission office or university counter. For online fees payment a copy of “**Transaction Receipt**” from the online mode shall be the acceptable evidence of fees payment. The University has not appointed or authorized any third party agents/firms/study center etc. for the admission or otherwise, hence, the students are advised not to pay to any such entities. Students are requested to inform it to the University if they come across any such incidents.

## 11 Information Published in Prospectus

The information published by the University in the prospectus, University website, and advertisements or otherwise must be read in conjunction with supplements, updation, rectifications, clarifications, corrigenda, notifications etc issued by the University from time to time. Applicants or other concerned must ensure that they are aware of latest updated information before applying for admission or any other purposes whatsoever.

## 12 Procedure of Refund/ Withdrawal of Admission

- a) If a Candidate wishes to withdraw his/her admission, he/she must submit a refund/withdrawal application in the prescribed format to In-Charge, Admission Cell, Graphic Era Deemed to be University within the stipulated date (check Important dates).
- b) Refund request made verbally, or without the original fee receipts will not be entertained. The fee will be refunded as per following norms. The refund request must be sent to **accounts.ddoe@geu.ac.in** from registered mail id of the candidate with copy to **admissions.ddoe@geu.ac.in**.
- c) In pursuance of the Notification by UGC in Oct 2018, dated October 2018, it is notified that in case a student chooses to withdraw from the programme of study in which he/she is enrolled, the five-tier system for the refund of fee\* remitted by the student for admissions being done during the session shall be as follows:

S.No.	Percentage of Refund of Fees*	Point of time when notice of withdrawal of admission is received in the HEI
1	100%	15 days or more before the formally- notified last date of admission.
2	90%	Less than 15 days before the formally-notified last date of admission.
3	80%	15 days or less after the formally-notified last date of admission.
4	50%	30 days or less, but more than 15 days, after formally-notified last date of admission.
5	00%	More than 30 days, after the formally- notified last date of admission.

## 13 Evaluation System

### 1. Evaluation System

Ten point letter grading system is adopted by the University. Each letter grade indicates the level of performance in the course and grade point for the purpose of computing the SGPA and CGPA. Both the theory and practical papers are evaluated out of 100 marks each in which 70% weightage is given to Term End Examinations and 30% weightage is given to Internal Assessment.

### 2. Internal/Formative Assessment

The internal or continuous assessments are done through assignments/quizzes based on the course requirements. These assignments are up-loaded on the Learning Management System/University ERP portal for the students to download. However, unguided part of the practical assessments will be held during Personal Contact Programme (PCP).

### 3. Term End Examinations(Summative Assessment)

The University will conduct the term end examinations in the month of June and December at the Examination Centres as announced by the University.

### 4. Term End Examination Notification

Detail notification in this regard shall be made available on the University DDOE website/announcement on University ERP/LMS/or through University website/University Campus Notice board.

### 5. University ID Card and e-Hall ticket

It is compulsory for the students to carry University ID Card and e-Hall ticket of the relevant term end examinations while appearing in the examination. The ID Card and e-Hall ticket will be made available on University portal/ERP for the students to download.

### 6. Eligibility to appear in the Term End Examinations

- a) All fees must be fully paid
- b) Course work must be completed

### 7. Re-appearing in Examinations

If a student fails to clear or does not appear for the term end exam in any course due to any reason, then she/he has to appear again in that course Term End Exam(s) for which one has to fill online exam re-appear form by paying fee as prescribed by the university from time to time.

### 8. Term End Exam Form

To re-appear in the examination the Student must fill an online examination form after obtaining the eligibility. The e-Hall ticket will be made available on the web portal for the students to download. The detailed instructions along with the date sheet will be notified on the web portal well in advance.

### 9. Paper Scrutiny (re-totaling)

A student can apply for re-totaling of a course paper by filling the online application and paying the requisite fee within the stipulated time set by the University from time to time

### 10. Re-Evaluation

A student can apply for re-evaluation of a course paper by filling the online application and paying the requisite fee within the stipulated time set by the University from time to time.

### 11. Course duration

The students are required to complete all the courses of the programme within the maximum stipulated time as prescribed for the programme. However, there is no restriction on the number of attempts to clear a course of the programme.

### 12. Internal Assessment and Term End Exam Marks distribution table

Course Categories	Internal Assessment (IA) (Continuous assessment) (Max. Marks)		Term End Examinations (Max. Marks)	Total
	Assignment (Descriptive)	MCQs’	Theory/Practical	
Theory Course	20	10	70	100
Practical Course*	20	10	70	100
Project/Seminar	30		70	100

\* Practical Course assignment means lab/practical work assessment

## 14 Certification

### 1. Award of Degree

a) The Degree will be awarded only after clearing all the courses of a programme with the requisite minimum grades/marks/credits within the programme duration as applicable for that programme specified by the university.

b) The Degree will be awarded only on successful completion of the programme during/after the convocation. However, Provisional Degree Certificate can be obtained by the student from the university by submitting the application along with a self-addressed duly stamped A-4 size envelope for supplying the Degree and fee as prescribed by the university for that purpose. The stamps on the envelope shall be affixed by the student according to his/her desired mode of receiving the said documents, i.e. through ordinary, registered, or speed post. The degree certificate may be collected either in person from the university campus or through the post.

### 2. Marks Card/Grade-sheet

Student may apply and collect his/her Marks Card/Grade sheet after the declaration of the results of the concerned term either in person from the university campus or through post by submitting along with the prescribed fee a self-addressed duly stamped A-4 size envelope for sending the Marks Card. Stamps on the envelope shall be affixed by the student according to his/her desired mode of receiving the said documents i.e. through ordinary, registered, or speed post.

### 3. Postal delay/transit loss

The University shall not be responsible for any postal delay or transit loss.

### 4. Non fulfillment of course requirements

If a student is unable to clear all the courses of a programme within the specified maximum duration, he/she will not be awarded any Degree and he/she will have no claim against the university for the degree/ diploma/ certificate or otherwise.



## 15 University Identity Card (UID)

- 1) The student ID card will be made available free of cost on University online portal for the GEU DDOE (admissions.ddoe@geu.ac.in) students to access the University facility after confirmation of his/her admission. Students must take the print-out of the ID card and get it laminated.
- 2) Students shall carry their University ID Card at all times, while being at the University Campus/Exam Centre or at such other locations as specified by the university & shall have to produce the same when asked for.
- 3) The Identity Card is valid for the duration specified by the University for the Programme in which the student has sought the admission.

## 16 Learning Support

### 1. Learning Material

The Learning Material will be made available to the students on LMS portal after the confirmation of the admission through University online portal. Apart from the Personal Contact Programme (PCP), University will also provide Online counselling sessions for the benefits of the students.

### 2. Learning Management System (LMS)

The University provides the learning support on online portal/Learning Management System. A student will be provided with his/her login credential to his/her programme after the confirmation of admission and can get access for the Study Material/video session/e-books/announcements/quiz etc.

### 3. Program Guide

Programme wise details regarding internal assessments, course work details, assignment, PCP, course delivery etc will be provided in the respective programmes' Program Guide.

## 17 OTHER IMPORTANT INSTRUCTIONS

- 1) Students are required to have their own arrangement for computer/laptop, internet, webcam and other necessary accessories which are essential for online Learning Programmes.
- 2) Students are required to keep themselves well versed and updated with the University Rules & Regulations in force and amendments issued for the same, if any, the same shall be available on the University DDOE website. The university shall not be responsible for intimating every student individually in any manner.
- 3) The university only provides assistance for placement to eligible and interested students.
- 4) Students are required to inform the university about any changes made at any point of time in their permanent/ correspondence/address or Telephone No. / Mobile No. / e-mail etc, and ensure updation in the university record(s).
- 5) Students are required to behave in a disciplined and dignified manner within and outside the university campus and also at public places and must keep in mind the dignity and good name of the university and themselves.
- 6) Students are required to behave very decently towards other students, staff, teacher, and visitors etc. The students are advised not to involve in any antisocial activities. The students are warned not to use drug or alcohol in the University Campus/ Exam Centres at any time. Any act of misbehaviour will not be tolerated and the student found guilty will be liable for disciplinary action including expulsion/rustication from the university.
- 7) Projects, dissertation, thesis, research work, software products, patents, copyright, etc. development or carried out during the study will be considered as joint holding. It can be used by the University for any purpose it desires, and consent/ permission of the student will not be required for that purpose.
- 8) All the announcements/ notifications/ communications related to the University will be published on the University website (**online.geu.ac.in**). These announcement/ notification published on the University website will be deemed to have been served on all the students. The university may also use e-mail/SMS at times to convey information/ interact with students/ parents at its discretion. No paper correspondence shall be made.
- 9) The university reserves the right to make amendments/changes in the date, venue, and timing in admission, sessions, Examination or for any other purpose as and when deemed necessary.
- 10) Ragging is criminal offense. Any act, whether individual or collective, done intentionally or otherwise that violates or disturbs an individual in any illegitimate way is considered as 'Ragging' and is dealt strictly as per order of Hon'ble Supreme court.
  - Following is considered as act of ragging –
  - Involve physical assault or threat or use of physical force.
  - Violate the dignity of women students. Expose students to ridicule and contempt their self-esteem; entail verbal abuse, aggression & indecent behaviour.

### Website and E-mail Id's:

**DDOE GEU Website:** geuonline.com

**Email:** info.ddoe@geu.ac.in; admissions.ddoe@geu.ac.in; helpdesk.ddoe@geu.ac.in; accounts.ddoe@geu.ac.in