

Admission Norms and Process

Admission Eligibility:

- 1) To avail the admission in any Under Graduate Course of GIT for International Student, a candidate shall have passed the qualifying examination of Higher Secondary/ XIIth Standard with minimum of 45% marks / Equivalent Grade Point from:
 - a. Any Education Board / Body situated in the State / Country of domicile;
 - or
 - b. Any Education Board / Body situated outside the State / Country of domicile provided the candidate shall have passed the Higher Secondary School Certificate Examination (Standard XII, 10+2 pattern) or its equivalent examination.
- 2) Should have studied and cleared Physics, Chemistry & Mathematics at Higher Secondary level/+2 exams. Candidate should have studied English as one of the subjects in Higher Secondary level.
- 3) To avail the admission in any Post Graduate Course of GTU for International Student, a candidate shall have passed the qualifying examination of Bachelor / Equivalent Graduation degree with minimum of 50% marks / Equivalent Grade Point from:
 - a. Any University / Institute affiliated to any University in the State / Country of domicile or
 - b. Any University / Institute affiliated to any University situated outside the State / Country of domicile.
 - c. A candidate who has appeared in the final year of Bachelor's Degree examination shall also be eligible to apply in the relevant Post Graduation Program of GTU provided that s/he shall have passed the qualifying examination with 50% marks at the time of final admission in the respective Post Graduation Program of GTU.

Documents required for Admission:

- 1) Recent Passport Size Photographs (05 no.).
- 2) Certified copy of Original Mark sheet and Certificates of all Passed Examinations.
 - Of 10+2 / Intermediate / Senior Secondary / Higher Secondary / Pre - University Mark sheet & Certificate, (In-case of seeking admission in Under Graduate (UG) Program)
 - OR
 - Of Bachelor or Graduate Mark sheet & Certificate (In-case of seeking admission in Post Graduate (PG) Program)
- 3) Certified copies (English translated) of the Marks / Grade Sheet of the All Qualifying Examination till now.
- 4) Birth Certificate or an Examination Certificate Showing Date of Birth.
- 5) Passport / Citizenship Card in case of students from Nepal or Bhutan.

- 6) Student Visa,

OR

All Previous Visa (If the Student is in India from previous Study in any Indian Institute or University).

- 7) Proof of Nationality Status of Student / Parents / Sponsor.
- 8) Medical Fitness Certificate / Physical Check-up Certificate. (issued by Government Medical Officer - Doctor).
- 9) Candidate should get approval from FRRO (Foreigner Regional Registration Offices) within two weeks of arrival in India and get his Residential Permit (RP).

Attendance & Passing Standard:

- 1) As regular attendance is an important element of education, no leave of absence will be granted except on a serious reason (especially on medical ground).
- 2) Uncertified absence for more than 10 class days renders the student liable to be suspended / terminated from the rolls and usual admission fee will be charged if s/he is re-admitted.
- 3) Fulfilment of minimum attendance criteria and satisfactorily clearance of all academic subjects are the sole responsibilities of individual student. The guidelines for these norms given by GTU are as under.
 - (A) Student may not be allowed to appear in one or all subject's university examination if
 - (i) **Attendance criteria of 75%** is not fulfilled in one or more subject or
 - (ii) Not satisfactorily completed works assigned in one or more subjects
 - (B) The passing norm is minimum 50 % of marks in each individual head of University exam, Mid semester exam and Internal assessment for all the subjects.

Leave Policy:

- 1) Before taking leave, every student is required to get prior written permission authenticated by ISC Coordinator and the Director. For this they have to furnish the most possible evidence of leave requirements either before or after the leave period.
- 2) You are required to take prior permission from ISC Coordinator and Director before involving yourself in any kind of other activities inside or outside the institute whether academic or non-academic.
- 3) While leaving the Institute, you need to report in detail, well in advance to your ISC Coordinator along with the contact details of your visiting place.

Discipline:

- 1) International students are expected to abide by all the rules of the institute and the code of conduct as applicable to Indian Students doing the same course.
- 2) Any act within the campus that may violate or spoil the academic atmosphere in the institute will not be appreciated and strict disciplinary actions will be taken against such student.
- 3) International Students should not involve themselves in activities like i. Plagiarism, cheating on exams, other dishonesty, ii. Abuse of electronic resources, iii. Acts or threats involving the safety of others, iv. Damaging property, v. Sexual or other harassment, vi. Abuse of alcohol or illicit drugs, vii. Ragging etc.

Institute Rights and Responsibilities:

- 1) The institute reserves the right to assess applications and to offer admissions or reject applicants as it deems appropriate, in line with course entry requirements and the responsibilities placed on the institute by the UGC / AICTE. Accordingly, the institute may ask applicants to provide additional information where necessary.
- 2) An international student who has been granted admission to a particular course shall not be allowed to change the course during its tenure. Transfer from one institution in India to another is not allowed.
- 3) The institute also reserves the right to vary, amend or introduce regulations, terms, policies and procedures without prior notice, within reason. This does not affect students' statutory rights.
- 4) The institute accepts no legal liability in the case of accidents, illness, loss of or damage to personal effects or mail, or for any damages or accidents to the International Students caused through negligence or otherwise by a third party.
- 5) The institute reserves the right to contract any third party to provide services, including enforcing any terms of this agreement, and to store and share with any parties as appropriate, students' personal information.
- 6) The institute reserves the right to conduct and provide its services from premises within reasonable commuting distance of its current campus.
- 7) The institute will adhere to and implement good practices as advocated by the relevant accrediting and awarding bodies.
- 8) The institute reserves the right to make special arrangements to cover exceptional/extenuating circumstances, at the discretion of the institute.
- 9) The institute reserves the right to undertake remedial/disciplinary action with students as appropriate, particularly where students breach the institute's regulations or those of its external partners and accrediting bodies, or indeed the UGC / AICTE regulations.

Student Responsibilities:

- 1) All applications must be accompanied by all the documents mentioned above. The documentation required must be clear, legible and where necessary translated into English language by an approved translator.
- 2) Students may be expelled for grossly improper conduct, including the provision of false or forged documentation in their application, or any conduct that interferes with the well-being of other students, staff or the reputation of the institute or which interferes with the institute's ability to meet its obligations to UGC / AICTE or other relevant bodies. Students will be required to pay for any damage they cause to the premises and/or property of the institute, or property in the care of the institute, or their accommodation arranged by the institute. No refund of fees will be granted to expelled students and they will remain liable for any extant fees and charges.
- 3) Students must notify the extant promptly of any change to their mobile number or any other contact details, and of any reason for absence, such as sickness.
- 4) Students must abide by all institute regulations as amended and updated from time to time.