



NOTICE

Disciplinary Committee / Proctorial Board / Flying Squad

[For policy/guidelines/rules, refer earlier notice issued vide Ref. No. DOGCET/Notices/2024/068]

The Disciplinary Committee / Proctorial Board / Flying Squad is committed to maintaining discipline, dignity, safety, and a respectful atmosphere on the college campus. The committee works actively to ensure that students follow the rules and uphold proper conduct, thereby fostering a harmonious and secure environment for all. The committee shall perform the following major duties and responsibilities (along with mentioned in its policy documents):

- **Maintaining Discipline:** Ensures adherence to college rules, regulations, and code of conduct among students.
- **Active Monitoring:** The committee actively patrols the campus to identify, prevent, and address incidents of ragging, indiscipline, or any form of misconduct.
- **Immediate Response:** In case of reported or observed violations, the committee takes prompt and appropriate action in accordance with college policies and disciplinary procedures.
- **Safety and Security:** Works towards creating a safe, inclusive, and respectful campus environment for students, faculty, and staff.
- **Support and Guidance:** Members of the committee are available to provide guidance, counselling, and support to students regarding discipline and campus safety concerns.
- **Promoting Ethical Conduct:** Encourages responsible behaviour, mutual respect, and positive values among students to maintain the dignity of the institution.
- Any other duties as deemed/ applicable/ necessary assigned by the competent authority.

S No.	Name	Designation	Role	Mobile No.
1.	Dr. Ram Lal Yadava	Professor, ECE	Chief Proctor	9412414856
2.	Dr. Smriti Dwivedi	Professor, ASH	Member	9910175945
3.	Dr. Akhil Agnihotri	Professor, MBA	Proctor	9540882212
4.	Dr. Anil Kumar Sethi	Professor, ME	Member	9871224481
5.	Dr. Kapil Deo Bodha	Assoc. Professor, EEE	Member	7042720427
6.	Dr. Smriti Tripathi	Asst. Professor, ASH	Member	9953864533
7.	Mr. Anuj Kumar Dwivedi	Asst. Professor, CSE-AI	Member	9910207556
8.	Mr. Anil Kumar Pandey	Asst. Professor, ECE	Member	9891871383

RS

Contd...



Galgotias College of Engineering and Technology

1, Knowledge Park II, Greater Noida – 201310 (UP) INDIA

B.Tech. [ECE, CSE, IT, EE, EEE, CE] - NBA Accredited

S No.	Name	Designation	Role	Mobile No.
9.	Mr. Mohd. Shahajad	Asst. Professor, MCA	Member	7011071534
10.	Ms. Preeti Dhiman	Asst. Professor, EE	Member	9911923434
11.	Mr. Surendra Kumar	Asst. Professor, CSE	Member	7891350316
12.	Mr. Bhupesh Pandey	Asst. Professor, CSE-AIML	Member	9953951377
13.	Mr. Abhishek Suraj	Asst. Professor, CSE-DS	Member	7590011007

All concerned are requested to extend their full cooperation.


(Prof. (Dr.) Brijesh Singh)
Director (Officiating)

Copy to:

- : Hon'ble Chairman & CEO Sir - for kind information
- : All Deans, HoDs & Section I/Cs
- : All Concerned

Encl.: Document (Policy/guidelines/rules), Ref. No. DOGCET/Notices/2024/068, dated 02.09.2024.



GALGOTIAS COLLEGE OF ENGINEERING AND TECHNOLOGY

1, Knowledge Park-II, Greater NOIDA, Uttar Pradesh, 201310

DOG CET/Notices/2024/068

2nd September, 2024

GUIDELINES FOR THE PROCTORIAL BOARD

1. Student Conduct Expectations:

Students at the College are expected to uphold responsibility, demonstrate care, embrace diversity, and respect others' feelings. Appropriate behavior, cooperation, sound judgment, and high standards are essential. The College reserves the right to take necessary actions to protect the community's intellectual integrity, safety, and well-being. Students are accountable to the Dean/HoD for their actions and must refrain from any behavior inside or outside the College that disrupts discipline or interferes with normal operations.

For violations of these guidelines, disciplinary actions, which may include warnings, suspension, or other penalties, will be taken.

2. Prohibited Student Conduct:

- Noise-making, singing, whistling, shouting, or inappropriate behavior within College premises or on College buses is prohibited.
- Punctuality and discipline in class must be observed. Students must refrain from causing disturbances.
- Loitering, wandering, or sitting on steps and corners is forbidden.
- The College building must be kept clean, and damaging fixtures, models, or other property is prohibited.
- Students must be approved to address conferences, write to the press on political matters, or display posters or banners.
- Theft or attempted theft of College or personal property is a serious offense.
- Harassment, including sexual harassment or any conduct that undermines respect and dignity, is strictly prohibited and will result in severe disciplinary action.
- The use, possession, or distribution of tobacco, alcohol, or drugs is forbidden, and intoxicated students are not allowed to attend the College or its functions.
- Weapons possession will be dealt with severely.
- Unauthorized use of electronic devices during College hours is prohibited unless permitted by the supervising teacher or in emergencies.
- Academic dishonesty, including cheating, plagiarism, and unauthorized help during exams, will not be tolerated.

- Aggressive behavior causing physical or mental harm, including bullying or cyberbullying, is prohibited.
- Criminal acts, such as assault, arson, theft, or gambling, will result in expulsion.
- Bicycles, scooters, and motorcycles must be parked in designated areas.
- Students are expected to be polite and respectful towards staff and peers.

3. Proctorial Board Composition:

- The Director constitutes the Board and includes the Chief Proctor (Chairperson), Deputy Proctor(s), and up to ten department representatives.
- A meeting quorum requires the presence of the Chief or Deputy Proctor and at least two other members.
- Students will be allowed to be heard before any disciplinary action is taken.
- Complaints of indiscipline can be submitted in writing, orally, or initiated by the Chief Proctor.

4. Role of the Proctorial Board:

- The Board promotes the welfare of the College community.
- It formally handles complaints of guideline breaches, whether reported by students, staff, or others.
- The Board will primarily address less severe complaints and encourage informal resolution and mediation when appropriate.

5. Disciplinary Actions for Misconduct:

- *Expulsion*: Permanent removal from the College for persistent guideline violations.
- *Disciplinary Suspension*: Temporary suspension from the College, which may include suspension from classes, exams, or other activities.
- *Disciplinary Probation*: A notice indicating that further violations may lead to suspension, with potential restrictions or reprimands.
- *Reprimands and Warnings*: Oral or written statements of disapproval, potentially accompanied by warnings of future actions.
- *Restitution*: Reimbursement for damages, either through service or other compensation.

- *Appeal:* Students have the right to appeal disciplinary decisions to the Director, and the final decision will be communicated to the student.
- Corporal punishment is prohibited, though reasonable force may be used to ensure safety or prevent property damage.
- Parents and guardians are expected to motivate their wards to avoid participation in antisocial activities.



Prof. (Dr.) Vikram Bali
Director

Copy To : Hon'ble Chairman Sir for kind information

: Hon'ble CEO, Sir, for the kind information

: All Deans, HoDs, and Section Incharges

: All Faculty & Staff members

: Website Coordinator for uploading on College Website