



Date : June 30, 2026

Students' related Rules

Galgotias College of Engineering & Technology (GCET) students must abide by the rules and regulations of the institute. The institute authority may take disciplinary action if any student violates the institute rules and regulations. Students are advised to adhere to the rules and regulations of the institute and discharge their responsibilities as a student with diligence, fidelity and honor. Students are required to follow these rules and also have to submit bond of good conduct.

I. GENERAL RULES

Students of GCET are required to remain aware about issued notices, rules etc. and must follow the general rules, as deemed, sincerely which are not limited to the following:

1. Ragging (in any respect) is strictly prohibited. Strict action shall be taken against each reported case.
2. Students shall behave with dignity and courtesy inside and outside the college.
3. Classes start from 9.00 a.m. and may continue up to 5.00 p.m. on all the five days of a week (Mon-Fri). Students are advised to come to the Institute by 08:50 a.m. to attend classes. As per AKTU rules 75% attendance is mandatory to appear in sessional and end semester examinations, as well.
4. Use of mobile phone / Speakers etc. during class hours/sessions, exams, library, labs, workshop area etc. is strictly prohibited. If found using mobile / speaker etc., it will be confiscated, suitable fine may be imposed and only confiscated mobile will be returned after 15 days.
5. Every student must carry his/her Identity Card while entering the campus and identify him/herself with help of the Identity Card whenever asked for. I cards are to be worn round the neck and this drill is compulsory.
6. No guests/visitors shall be allowed with the students in the class/lab/ library.
7. Students, only in emergency, can be permitted to go out during institute working hours only after producing valid Gate-pass (to be issued by respective department – only after consent / information to parents / guardian). This gate-pass need to be signed by respective student and must be submitted at Gate (along with gate-entry).
8. Students must help keep the institute neat and clean and also preserve and maintain the greeneries. Eatables/beverages are not allowed inside the study areas including labs, library, workshops. Students can have their tiffin inside the canteen or class room.
9. Smoking and/or chewing of pan masala / tobacco / narcotics etc. and/or consumption of alcoholic drinks/drugs etc. are prohibited in the premises of the institute. Possession / use / distribution of prohibited items (e.g. tobacco, alcoholic drinks, drugs, fire crackers, holi colours etc.) is strictly prohibited and will be liable to strict disciplinary action.
10. Playing games / sports during institute working hours is strictly prohibited. If found, all the concerned items will be confiscated and these confiscated items shall not be returned. Further, conduct of activities / event without written permission of HOD / Dean / Director is also strictly prohibited.
11. Spitting and throwing bits of paper inside the institute campus are harmful and must be avoided.
12. Possession / use of Fire crackers / playing with colours / cards etc. is strictly prohibited in hostel and entire institute premises.
13. Do not write / put scratch / affix stickers / scribble etc. on any of the belongings of the institute like desk / wall / fan / machine / green or white board, notice board etc.



14. Students are permitted to enter in institute office / administrative offices during prescribed timings only (not during class/exam timing).
15. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, laboratories.
16. Students are advised to keep themselves updated on norms notices etc. and follow them accordingly. Ignorance of not reading any notice / circular displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
17. All the labs follow certain safety and academic norms for their smooth functioning. Students are required to follow these, keeping themselves updated.
18. Any removable data storage device or hardware attachments for software operations cannot be taken in or out without written approval of the department in charge. A violation of this will be considered as an intention for piracy/theft.
19. While studying at the Institute, students will have to operate machines and tools carefully and observe all safety regulations and see that no damage is caused to self, others or to the Institute's property, machinery and equipment. In case it is found that they have caused any damage to the Institute's property, they shall be required to reimburse or repair the damage caused. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals. Any decision regarding the extent of their liability on such account shall be at the discretion of the Institute, which shall be final.
20. The nature of learning in any program may require the students to purchase tools, stationary items from time to time. Specific instructions in this regard will be given by the concerned department/faculty at the beginning of various courses.
21. In case of medical emergency in the laboratory, the student must inform the faculty member/technical assistant without any hesitation.
22. It is unlawful for any person to mutilate any tree, shrub or herbaceous plant or remove any identification sign or tag attached to it.
23. All the students are required to come to college in descent formal dress that suits to professional dress-code (not awkward / religious dresses). Male Students (boys) wearing Shorts / Lower / Sleepers / Baniyan like T-shirts, very short Shirts / Religious Dresses and Female Students (girls) wearing short T-shirt / Nicker / Shorts / Exposing or Religious Dresses will not be permitted in the college premises. If found, the student might be asked to leave the campus for that day. The same is applicable to the Hostellers.
24. Students are not allowed to convene any kind of meeting in the campus or any sort of fund collected without the permission of HOD / Director / DSW or to circulate / display any kind of notice among students or on black boards or on notice board without the written permission of the HOD / Director / DSW. No information or report should be sent to press or broad-casting agencies and placement companies without the permission and approval of the HOD / Director / DSW.
25. Do not be a part of any union or group or organization. Any move to form unions or groups of any type unauthorized by the management and the director is an offense. Students are strictly forbidden from engaging themselves in any political or other activities. Gathering in groups at roads, entrance, exit, pathways, gardens etc. is strictly prohibited.
26. Students shall not indulge in any kind of misdemeanor bringing opprobrium to the institution.



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27. Inform the college of any changes in personal details or address.
28. While attending college functions, the students will conduct themselves in such a way as to bring recognition to themselves and to the institution
29. All vehicles should be parked in the allotted place. Students coming by two wheelers have to compulsory wear helmet. Two wheelers parked in unauthorized places shall be impounded.
30. The institute is not responsible for the loss, theft, or damage of any personal property owned, operated, or possessed by the student, guest(s), parents, or family members which may be held, located or stored in any residence unit or anywhere else on the institution-owned or leased property. The student understands and expressly agrees to accept all risks of such losses or damages.

II. INDISCIPLINE

All the students of Galgotias College of Engineering & Technology are required to maintain high degree of decorum and standard of discipline and follow all the rules strictly, laid down by the college authorities. The Proctorial Board/Discipline Committee will deal all the matters of act of indiscipline of students. If any student is found indulging in any act of indiscipline, he/she is liable to be punished as per the decision of the Proctorial Board subsequently approved by the Director. Followings are deemed to be acts of indiscipline:

1. Disregard of Institute Rules/Hostel Rules/Library Rules, orders and notices etc.
2. Disregard of Orders and Instructions of Staff Members
3. Disruption of, or improper interference with the academic, administrative, sporting, social or other activities of the institute, whether on institute premises or elsewhere
4. Using abusive defamatory or derogatory language and creating nuisance in the premises of this institute, disturbing the peace and independent rights of fellow students and faculty members, arousing communal, caste or regional feeling or creating disharmony among students.
5. Ragging of Junior / fellow students and indulging in unsocial activities towards juniors
6. Irregular attendance and unauthorized absence from class or hostel individually or in mass
7. Violent, indecent, disorderly, threatening or offensive behavior or language and action likely to cause injury or impair safety on this premises
8. Use of unfair means in tests and examinations
9. Students found in possession of stolen property
10. Failure to report indiscipline cases to the authority
11. Noisy, boisterous, disorderly and quarrelsome behaviour and attitude
12. Use of any kind of weapon for any purpose
13. Use of mobiles having camera is prohibited. Mobiles without camera may be used in the campus only in free time (but not in class room, corridors, labs, tutorial room, seminar room, administrative area etc). Mobiles with camera will be confiscated. Mobiles (if in possession) must be in silent mode inside the campus
14. Fraud, deceit, deception, dishonesty or theft in relation to the institute or its staff, or a person holding any office in GCET or in relation to being a student at this institute
15. Damage to, or defacement of GCET property intentionally or recklessly, or misappropriation of such property which includes: damaging library books, resources and furniture like cupboards / lockers / file cabinets / walls / doors / windows / white-board / tables / equipment / chairs etc., by way of writing names / painting / scribbling etc.



16. Misuse or unauthorized use of the institute premises or items of property, including computer misuse
17. Consuming drugs, alcohol or any other activity in campus/hostel is construed as a societal offence at large
18. Severe action shall be carried out in case of sexual or racial harassment of any student, member of staff or other employee of this institute or any authorized visitor of this institute. Sexual harassment of any kind is punishable which shall also include:
 - i. Sexual proposition/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering or persistent offensive or sexual jokes and/or vulgar comments.
 - ii. Eve-teasing or disrespectful behavior or any misbehavior with a girl student, woman staff member/visitor. Ragging in any form.
19. Being instrumental directly or indirectly for mass absenteeism or boycott of classes resulting in violating the atmosphere of the Institute, threatening, physically preventing or using any other means from preventing the students from attending classes
20. All acts of violence and all forms of mob activities such as gheraos, sit-ins or any variation of the same which disrupt the normal academic and administrative functioning of the Institute and/or any act which incites or leads to violence.
21. Gheraos, laying siege or staging demonstrations around the residence of any member of the GCET community or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.
22. Committing forgery, tempering with the Identity Card or institute records, impersonation, misusing Institute property (movable or immovable), documents and records, tearing of pages, defacing, burning or in any way destroying the books, journals, magazines and any material of the library or unauthorized photocopying or possession of library books, journals, magazines or any other material.
23. Furnishing false certificates or false information in any manner to the Institute.
24. Using insulting, inciting, threatening language when talking with fellow students inside or outside the campus. Students talking or behaving in any manner inside or outside the institutions in a way that would bring disrepute to the institutions.
25. Causing or colluding in the unauthorized entry of any person into the Campus or in the hostel. Accommodating unauthorized guests or other persons in hostels.
26. Indulging in acts of gambling, possessing or consuming or distributing alcohol, harmful drugs, illegal narcotics, ghutkas and smoking cigarettes in the Institute premises.
27. Damaging or defacing any property of the Institute.
28. Misusing institute resources and facilities such as library, software, computers and Internet or causing any type of damage to intranet and computer security system of the institute.
29. Harming reputation of institute or individual (fellow students / employee) through social and electronic media.
30. Not disclosing one's identity when asked to do so by a faculty member or employee of the institute.
31. Improper behavior while on tour or excursion and Violation of security and safety rules of the Institute.
32. Any other offence under the law of land.
33. Any other indisciplinary act which may be considered by the competent authority to be an act of violation of discipline and conduct.

Other than these, all the students are required to observe all the safety measures and take precautions as indicated. Institute will not be responsible for accidents of any nature in the institute, hostel, workshop,



laboratories and play-ground or in the campus etc. Students found to have committed any act of indiscipline inside or outside the premises are liable to punishment as per the decision of Proctorial Board. Also, no one can form any society, association, club, etc., without prior written permission of Director.

III. LIBRARY RULES

1. Faculty and Staff members and Students of GCET are eligible for availing library membership. Visiting faculty members of the college may be allowed to avail library membership. This membership is on the recommendation of Head of the Department (HOD) concerned and with due permission of Dean (Academics) / Director.
2. All the library users must sign on In/Out Register, available with the attendant at the library entrance.
3. Without ID card no student will be allowed to enter in the Library.
4. While entering the library, readers should leave their personal belongings, such as bags and personal books at near the property counter reserved for this purpose at their own risk / responsibility. However, they can carry notebook or Laptop. Further, in case of any damage of items / lost or stolen or misplacing of belongings (including bag / laptop / mobile / books etc.), institute authorities shall not be held responsible.
5. Members are expected to maintain silence in the library and should not disturb others. Mobile phone, Laptop allowed only for reading purpose in the Library.
6. Smoking/eating/talking/chewing are strictly prohibited in the library.
7. Personal belongings are not allowed in the library. However, they may carry loose papers and a note book.
8. The library follows an open-access system of books and others material taken from the library stacks should be left by the readers on the table for the library staff to arrange the books.
9. Users of the library should not deface, mark, cut, mutilate or damage the reading material in any way. Person doing so will be fined heavily, apart from being asked to pay the cost of the damage document, in case a person repeats the offence for the second times, his/her membership will be terminated.
10. The members are expected to maintain the decorum of the library.
11. Casual dress is not allowed in the library.
12. No Dues Certificate will be given only after surrendering the identity Card.
13. Any violation in rules is to be brought into the notice of the Librarian / Dean (Academics).
14. Students are required to issue books at circulation counter and collect the same after 3-4 hours.
15. Reference Books should be read within the Library and these will not be issued.
16. When accessing the Library, each student should register in at the entrance one or two times in a day.
17. While borrowing books, if the borrower finds the missing of a few pages in a book, it should be informed to Library staff at the counter. After issuing the books he/she will be responsible for missing pages.
18. Departmental library facilities for users. Book issue and return for user our department library. Central library user issuing /reading B.Tech ME, CH and BT branch, MBA, MCA, B.Pharm & M.Pharm. Raman Block Library B.Tech First year all branch and B.Tech Civil. Azim Premji Block Library B.Tech CS, IT, EC, and EE Branch & CCS Block Library B.Ed. and B.Sc., M.Sc. users allowed.
19. Library collection/catalogue access through QR Code or URL GCET.ac.in.
20. If any student found indulging in the process of book hiding, damaging, stealing, or mutilating, he/she will be fined suitably after the approval competent authority.

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21. Misbehavior with library staff may penalize by termination from library membership and handing-over the case to Disciplinary committee
22. In case of violation of rules in any sense, college authority may take suitable action that will unconditionally be accepted to the concerned one and he / she will not make any kind of claim at any stage.

IV. EXAMINATION RELATED RULES

All the students, appearing either in sessional tests or in university examination, must take care of following (mandatorily):

1. Examinee must check his/her seat, belongings, nearby areas, desks and all other approachable areas etc. for availability / presence / possession of any unwanted material. If observed, it must immediately be brought into the notice of invigilator (but before the commencement of the exam only, i.e. distribution of answer sheet).
2. Examinee must not have any material that comes under the definition of 'Unfair Means (UFM)'.
3. Examinee must complete all the mandatory information in clear handwriting at all the appropriate places. Answer in English only.
4. Examinee must use both sides of the pages for writing the answers. Examinee must strike-off completely the rough work being done.
5. Examinee must mention his/her roll number on the top-right of question paper. Other than roll number on this location, examinee must not write any other symbol, character, digits, geometry, calculations, results, answers, remarks etc. on the question paper (at any location).
6. Examinee must write complete detail of question number concerned before answering, very clearly (i.e. mentioned in question paper).
7. Any student, if caught using UFM, will be awarded zero marks in the exam concerned.
8. UFM include borrowing of any item like calculators / stationary items / pen / pencil / scale etc., asking the time, discussing any-thing with any other examinee, creating hindrance in examination work / routine checking / checking carried out by flying squad members or by any authorized person, use of programmable calculators, appearing without authorization, any-thing written on hand / clothes / body part / any belongings or as understood for cheating, whether concerned or not, making a noise, leaving the room early, having possession of mobile / electronic gazettes other than permitted scientific calculator and possession / written of any material that comes under the definition of UFM (as per the university norms). UFM also include miss-behave / argument with invigilators, not obeying their instruction, indiscipline etc. This is not the complete details of UFM; however, it covers all such things / events that come under UFM as per rules of affiliating universities.
9. *Students are advised not to bring Mobiles / any other material which is not allowed in examination room (as per the university rules). In any case, these materials (including mobiles) neither be taken into possession by college nor be allowed to keep with invigilators / exam room. College shall not be responsible for theft / loss of such items.*

V. HOSTEL RULES

A student pursuing his / her studies at Galgotias College of Engineering & Technology, Greater Noida may reside in Hostel (subject to his / her willingness), owned and maintained by the college during the studentship of the academic program. The information regarding hostels is being provided on the college website as well as available on the Hostel notice boards. The rules and regulations are framed to ensure that the hostel property is protected;



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student staying in the hostel is comfortable in a conducive environment for healthy living and discipline is maintained amongst the inmates. The students are required to abide by these Rules and Regulations. The major rules related to the hostel are as per following :

1. No student shall indulge in any form of ragging of the fresher students, causing mental or physical Agony or inflict monetary loss to them, harass Them or indulge in any kind of obscenity, vulgarity Or violence with them. Students found involved In any form of ragging are liable to severe Disciplinary action, and shall be punishable under the provisions of the Indian penal code 1860.
2. Hostel inmates who are out of the campus shall Report to college main gates by 6.30 pm and are Permitted to remain in the college park up-to 8.30 pm only.
3. The director reserves the right to permit or deny the admission in hostel to the students. The Students can be asked to vacate the room at any Time under unavoidable circumstances without Giving any reason.
4. A new student, on arrival, will report to the warden Who will permit/her to take a room/seat in one of the hostels after the student has paid his dues and got himself/herself registered. He/she must then Report to the warden. All students will be required to vacate their rooms as and when required by the Institute/hostel section or before they proceed on Vacations.
5. When occupying a room, a student should check the room, fixtures, fittings, electrical fittings, the Furniture and any other articles issued to him/her. He/she will be required to sign a receipt for these and will be responsible for their proper upkeep during his/her stay. He/she will be required to Compensate the shortage found when he/she Hands over the charge of the room. He/ she will Also be charged for any damage caused to the Fittings and the articles issued to him/her.
6. The hostel inmates will refer their difficulties to warden and invariably report all offences connected with discipline to concern hod's. Offences of a major nature in hostel will be Referred by him/her to the wardens /proctorial Board who will take suitable action in the matter.
7. The warden or a member of institute staff nominated by the director can inspect the room of any student at any time.
8. Students are requested to avoid singing aloud, shouting or making any types of noises which are likely to distract the attention of those who may be Studying in their rooms or hostel libraries.
9. Any furniture should not be removed from the Rooms and used elsewhere either inside or outside the hostel without the permission of the warden of concerning hostel block.
10. Except for computer, ac & cooler (in summer only), electrical appliances like heaters, TV, DVD player etc. are not allowed in hostel rooms. Interference with the electric connections and fittings and unauthorized use of electrical appliances will be severely dealt with.
11. Air conditioners, lights, fans, etc. should be switched on only when needed and must be switched off when not required or when going out of the room. Similarly, water taps must be closed Promptly after use.
12. Students are cautioned to be very careful about the safety of their belongings. They should close their rooms securely when they leave the room even for short periods or when they are sleeping. Any theft either of a student's personal property or of the institute property should be reported promptly to the supervisor / warden.
13. Students should not keep large sums of money or Valuable articles with them or in their rooms. They Are advised to open a savings bank account in a bank / post office.



14. Students are not permitted to consume or take Alcoholic drinks and harmful drugs like lysergic Acid diethylamide (LSD), Ganja, Charas etc. within the hostels/college premises. Any infringement Of this order or visiting any place declared out Of bounds to students will result in disciplinary Action against the students concerned.
15. Powered vehicles are not allowed to be used by the students within the institute campus.
16. Students should not indulge in such acts which may disturb others at study or work in the hostels like loud playing of musical instruments or radios or loud singing or dancing etc. Students are not permitted to keep fire-arms or any lethal weapon with them even if they possess a license For it. Students are advised to keep their mobile Phones very carefully and safely. Institute shall Not entertain any complaint of loss/theft of mobile Phones or any personal belongings of the inmates.
17. Parents, guardians, near-relatives and friends may occasionally visit the students in their hostels. The only ladies permitted in a boys' hostel are the mother of the student concerned.
18. Students are prohibited from giving shelter to any other student / outsider in their rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action.
19. For the proper management of hostel life, a hostel committee will be constituted for various hostels with the warden as the chairman and members to assist him. The main activities of the hostel council will be to look after hostel upkeep, the welfare of inmates, recreational, cultural and disciplinary activities shall be entrusted to it.
20. Allotment in the hostel depends on current year behaviour of the student. Students, unless specially permitted, will be allowed to occupy the rooms allotted to them in their hostel only 03 days prior to commencement of their academic session. Likewise, they must vacate their rooms within 05 days of the closure of their academic session.
21. Before proceeding on summer / winter vacation, students must handover the charge of their rooms, furniture and fittings etc. to the hostel supervisor / caretaker / warden and get a receipt from him. If any student fails to do so, the warden is authorized to break / open a locked room and make an inventory of the articles found therein. The student concerned will be fully responsible for any shortage found in the hostel property handed over to him. No responsibility will be accepted by the institute for the private belongings of the students found in such rooms.
22. Students are prohibited from screening / keeping obscene literature / video films in their possession. Any violation in this regard will result in disciplinary action.
23. Students are prohibited from doing any obscene acts in the hostel / departments / institute campus. Any violation in this regard will result in disciplinary action.
24. Students should not fix posters, notices, pictures, or anything that might damage the surface of the walls of the hostel. They should not attempt to make duplicate keys of the hostel rooms or any hostel property therein.
25. Residents found breaking any rules & regulations, terms & conditions at any hostel(s) under the purview of this institute are liable for expulsion from the hostel / disciplinary action.



VI. TOOLS FOR CONTROLLING INDISCIPLINE

On the recommendation of committee and approval of authority any of the following step / punishment may be decided. The tools that are used for controlling the students and keeping them disciplined are as follows:

1. Monetary fine / Affidavit / Undertaking
2. Suspension / Rustication
3. Deduction of Teacher's Assessment / General Proficiency marks
4. Withdrawal of various facilities (e.g. Internet / Hostel / Transport / Library / Lab / Library / IOPs / Trainings / Industrial Visit / Medical / Counselling etc.)
5. Not allowing student to participate in Games / Sports / Activities and Events conducted at institute level or at any other level
6. Calling the parents to the college and talking to them / affidavit / undertakings etc.
7. Extra assignments / Solution of Question Papers / Any other Academic Punishment
8. Debarred from Training and Placement for any placement assistance
9. Any other as suggested / prescribed by competent authority

NOTE : The rules binding to law are automatically applicable. These rules may be updated based on the feedback / need of the time and updated ones are to be notified. The updated rules will be applicable with immediate effect.


(Dr. Brijesh Singh)
Director (Officiating)

Copy for information and necessary action to :

1. Hon'ble Chairman and CEO sir
2. All the Deans and HODs, COE
3. IQAC, Registrar, ERP, Accounts, Library