



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