



Date : August 14, 2019

NOTICE : Rules Related To Students

1. GENERAL RULES

Students of Galgotias College of Engineering & Technology 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. Classes start from 9.30 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 9:25 a.m. to attend classes. As per AKTU rules 75% attendance is mandatory to appear in sessional and end semester examinations, as well.
2. Use of mobile phone during class hours/sessions, library, labs, workshop area etc. is strictly prohibited. If found using mobile, it will be confiscated and will be returned after 15 days.
3. 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.
4. No guests/visitors shall be allowed with the students in the class/lab/ library.
5. 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.
6. Smoking and/or chewing of pan masala/tobacco etc. and/or consumption of alcoholic drinks/drugs etc. are prohibited in the premises of the institute.
7. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, laboratories.
8. Students are advised to keep themselves updated on norms notices etc and follow them accordingly.
9. All the labs follow certain safety and academic norms for their smooth functioning. Students are required to follow these, keeping themselves updated.
10. 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.
11. 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. Any decision regarding the extent of their liability on such account shall be at the discretion of the Institute, which shall be final.
12. 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.
13. In case of medical emergency in the laboratory, the student must inform the faculty member/technical assistant without any hesitation.
14. All the students are required to come to college in descent formal dress (not awkward 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.



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1, Knowledge Park II, Greater Noida - 201 306 (UP) INDIA

2. 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 language and creating nuisance in the premises of this institute, disturbing the peace and independent rights of fellow students and faculty members
5. Ragging of Junior 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 of this institute
15. 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
16. 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.
17. Misuse or unauthorized use of the institute premises or items of property, including computer misuse
18. 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
19. Consuming drugs, alcohol or any other activity in campus/hostel is construed as a societal offence at large



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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.

3. TOOLS FOR CONTROLLING INDISCIPLINE

The tools that are used for controlling the students and keeping them disciplined are as follows:

1. Monetary fine
2. Suspension
3. Rustication
4. Deduction of GP marks
5. Award of red marks
6. Withdrawal of internet facility
7. Withdrawal of library facility
8. Withdrawal of counsellor facility
9. Not allowing the students to participate in the field he/she desires or can excel
10. Calling the parents to the college and talking to them
11. Extra assignments
12. Debarred from T&P for any placement assistance

(Dr. V. K. Dwivedi)

Director

Copy for information and necessary action to :

- Chairman and CEO
- Dean Students Affairs and Chief Proctor
- All HODs and First Year Coordinator
- Registrar, Account, Hostel and ERP
- Notice Boards