

Schedule of Hostel Reporting, Registration and Orientation on the Campus of First Year/Lateral Entry Students admitted in 2025-26

S.No.	Departments	Date for Hostel Reporting	Date for Registration	Dates for Orientation (Online Mode)
1	<ul style="list-style-type: none"> All Department Lateral Entry/Migration Students (2nd year) 	19.08.2025 TUESDAY	20.08.2025 WEDNESDAY	Not Applicable
	<ul style="list-style-type: none"> Department of Nursing 	19.08.2025 TUESDAY	20.08.2025 WEDNESDAY	20.08.2025 WEDNESDAY
2	<ul style="list-style-type: none"> Department of Computer Applications Polytechnic Department of Media & Mass Communication Department of Design Department of Humanities Department of Hospitality Department of Education Department of Law 	07.09.2025 SUNDAY	07.09.2025 SUNDAY	08.09.2025 MONDAY
3	<ul style="list-style-type: none"> Department of Computer Science & Engineering Department of Artificial Intelligence & Machine Learning Department of Artificial Intelligence & Data Science Department of Cyber Security Department of Mechanical Engineering Department of Electrical, Electronics & Communication Engineering Department of Civil Engineering Department of Aviation, logistics & Tourism Management 	08.09.2025 MONDAY	08.09.2025 MONDAY	09.09.2025 TUESDAY
4	<ul style="list-style-type: none"> Department Basic Sciences Department of Biological and Life Sciences Biomedical Sciences Department of Agriculture Department of Pharmacy Department of Management Department of Allied Health Sciences Department of Finance & Commerce 	09.09.2025 TUESDAY	09.09.2025 TUESDAY	10.09.2025 WEDNESDAY

REPORTING TO THE HOSTEL

Students who are availing the hostel facility should report on the date mentioned against their school.

GIRLS HOSTEL	
Girls should report at the following address: Galgotias College of Engineering Knowledge Park-II, Near Pari Chowk, Greater Noida, Uttar Pradesh 201310	Girls Hostel Wardens: Ms. Namrata Singh : +91-9149303189 Mr. Ashish Mishra - +91- 9818736003
Google Map Location Link: https://www.google.com/maps/d/u/0/viewer?mid=1_xhn2GW2vjr8FFkQ_77oI_HJlwM&ll=28.457129410164796%2C77.49778125768853&z=16	

BOYS HOSTEL	
Boys should report at the following address: Galgotias University Plot No.2, Sector 17-A, Yamuna Expressway Greater Noida, Gautam Buddha Nagar, Uttar Pradesh 203201	BOYS Hostel Wardens: 1. Mr. Ramveer : +91-8178111319 2. Mr. Anoop Tewari : +91-9026677234
Google Map Location Link: https://goo.gl/maps/LV8R6D4sWJWSlyfy9	

Faculty members and wardens will be present at the hostel registration desk to assist and guide you through the registration process. Each student will receive a hostel registration form. Upon submission of the completed form along with the hostel fee receipt, rooms will be allotted based on the room type selected and the corresponding fee paid. Students are required to bring the following items when reporting to the hostels:

<ul style="list-style-type: none"> ▪ Mattress ▪ Bedsheet ▪ Pillow + Pillow covers 	<ul style="list-style-type: none"> ▪ Blanket or Quilts ▪ Toiletries ▪ Lock
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ANNEXURE III: ON CAMPUS REGISTRATION

Student Registration (on Campus) Guidelines:

- a) Upon arrival on campus, proceed to the registration desk of your respective Department/ School. A team of faculty members will be available to assist and guide you through the registration process.
- b) The Registration Form (Annexure I) must be filled out in advance and brought with you to expedite the registration.
- c) Please attach a copy of the fee receipt to the completed registration form.
- d) Any outstanding balance can be paid at the university's fee counter.
- e) After completing the departmental/school registration, your University ID card will be issued (if not already provided) by the ERP/Admissions Department. At the time of ID card issuance, you will also receive your student iCloud login credentials.
- f) All class-related information and updates will be available through your iCloud login.
- g) You will be added to the official School/Department WhatsApp group once your admission process is fully completed.

IMPORTANT CONTACT NUMBERS

Office of the Registrar

1	Mr. Sanjay Singh	Registrar Office	Document Verification & Registration	8630754588
2	Mr. Neelesh Kumar	Office Executive		7007734471
3	Mr. Dharmendra Kumar	Deputy Registrar		9971365653
4	Dr. N K Gaur	Registrar		9599066262

Controller of Examination Office

1	Controller of Examinations	Dr. Amitabh Bhattacharya	Biometric ID & Examination Related Query	7500473754
2	Deputy Controller of Examinations	Mr. Sudhanshu Sharma		9997705353

ERP Office

1	ERP Executive	Mr. J K Kumar	Registration & Time Table	8851809272
2	ERP Manager	Mr. Rahul Rai		7011117197
3	ERP Executive	Mr. Bharat Kumar		9759034474
4	Director ERP	Dr. Anurag Singh		9536841474

IT Team

1	IT Manager	Mr. Nitin Varshney		7530939603
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FINANCE DEPARTMENT

1	Chief Finance Officer	Mr. Naveen Parashar	Finance Related	80585 19903
2	Account Officer	Mr. Rajeev Yadav		9717130792

Admin Department

1	Chief Admin Officer	Mr. Anil Nigam	Admin Related	9691113336
2	Chief Security Officer	Mr. Rajesh Pandey		8875027690

Important e-mail IDs

Office of the Registrar - ps.registrar@galgotiasuniversity.edu.in

Controller of Examination Office - coe@galgotiasuniversity.edu.in

ERP Office - anurag.singh@galgotiasuniversity.edu.in

IT Team - itsupport@galgotiasuniversity.edu.in

FINANCE DEPARTMENT - cfo@galgotiasuniversity.edu.in

ACCOUNT OFFICER - rajeev.yadav@galgotiasuniversity.edu.in

Annexures:

1. List of Deans & HoDs
2. Academic Calendar



REGISTRATION FORM
To be filled in BLOCK LETTERS

Programme

Application NoAdmission No

Aadhaar Card No:..... Academic Session

Category: - ☐ General ☐ OBC ☐ SC ☐ ST ☐ Minority

Full Name of the Student

Nationality..... Religion: - Blood Group

Gender: - Male ☐ Female ☐ Blood Group:.....

Father's NameMobile No.....

Mother's Name Mobile No

Father's /Mother's Occupation

Grand Father's Name..... Mobile No

Emergency Contact No.....Date of Birth

Correspondence Address

Address

..... City.....Pin Code.....

Contact No. (Landline)Student Mob. No.....

Student's E-mail ID

Father's/Mother's E-mail Id.....

Permanent Address

Address

..... City Pin Code.....

Contact No. (Landline)

Local Guardian Name:.....E-mail Id:.....

Address.....Mob. No.....

Date:

Signature of the student

AAPAR ID/ABC ID: