Dear Student,

Congratulations on your admission to the Department of Electrical, Electronics and Communications Engineering of the Galgotias University!

It is my pleasure to welcome you to the department where a team of highly qualified and committed faculty shall ensure a high-quality learning experience for you.

The comprehensive curriculum which includes digital electronics, control systems, signal processing and telecommunications offers you a wide variety of choices of subjects which you can opt for as per your interest. Laboratories such as the Advanced Communications Lab, Drone Lab, Electrical Machine Lab, Network Analysis and Synthesis Lab and Power System Protection Labs, are well equipped with state-of-the-art facilities where the students get valuable hands-on experience.

The schedule of Hostel Reporting, Registration and Orientation on campus for the first-year students is attached as Annexure I.

Address of Galgotias University: Plot No.2, Sector 17-A, Yamuna Expy, opposite Buddha International Circuit, Sector 17A, Greater Noida, Uttar Pradesh 203201

Google Map Location Link:
https://goo.gl/maps/LV8R6D4sWJWSLyfy9

This letter contains important information about your arrival on the campus. Please read it carefully.

List of Annexures:

Annexure No.	Particulars
I	Schedule of Hostel Reporting, Registration and Orientation on the Campus of First Year Students admitted in 2023-24
II	Reporting and registration at the hostel
III	On Campus Registration
IV	Document check list
V	Laptop Configuration

I look forward to welcoming you on campus in-person. Wishing you all the best for an exciting stay at Galgotias University and one that will be a truly transformative experience- intellectually, socially and personally and which will prepare you for a life of citizenship and where you will be trained to be become a high contributing member of the society.

Best Wishes

K. Mallikharjuna Babu
Vice Chancellor

ANNEXURE I:

Schedule of Hostel Reporting, Registration and Orientation on the Campus of First Year Students admitted in 2023-24

S.No.	Departments	Date for Hostel Reporting	Date for Registration	Dates for Orientation
1	• Department of Nursing	01.08.2023 Tuesday	01.08.2023 Tuesday	01.08.2023-04.08.2023
2	• Department of Agriculture	04.09.2023 Friday	04.09.2023 Friday	04.09.2023-06.09.2023
3	• Department of Computer Applications • Polytechnic • Department of Education • Department of Finance & Commerce • Department of Law	16.09.2023 Saturday	16.09.2023 Saturday	17.09.2023-19.09.2023
4	• Department of Humanities • Department of Media & Mass Communication • Department of Hospitality & Tourism	17.09.2023 Sunday	17.09.2023 Sunday	18.09.2023-20-09-2023
5	• Department of Computer Science & Engineering • Department of Mechanical Engineering • Department of Electrical, Electronics & Communication Engg. • Department of Civil Engineering	18.09.2023 Monday	18.09.2023 Monday	19.09.2023-21-09-2023
6	• Department Basic Sciences • Department of Biological and Life Sciences • Biomedical Sciences • Department of Paramedical & Allied Sciences • Department of Pharmacy	19.09.2023 Tuesday	19.09.2023 Tuesday	20.09.2023-22.09.2023
7	• Department of Management • Department of Physiotherapy	20.09.2023 Wednesday	20.09.2023 Wednesday	21.09.2023-23.09.2023

ANNEXURE II: REPORTING TO THE HOSTEL

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

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:** 1. Ms. Kalpana Sharma: +91-9634291892 2. Ms. Namrata Singh : +91-9149303189
Google Map Location Link: https://www.google.com/maps/d/u/0/viewer?mid=1_xhn2GW2vjr8FFkQ_77oI_HJIwM &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. Deepak Kumar: +91-8568888808 2. Mr. Anoop Tewari : +91-9026677234
Google Map Location Link: https://goo.gl/maps/LV8R6D4sWJWSLyfy9	

The faculty and wardens will be at the hostel registration desk to guide/assist you through the hostel registration process. The students will be given a hostel registration form and after submission of the filled form and hostel fee receipt, they will be allotted a room opted for as per the fee paid. The students should bring with them the following items at the time of reporting to the Hostels.

- Mattress
- Bedsheet
- Pillow + Pillow covers
- Blanket or Quilts
- Toiletries
- Lock

ANNEXURE III: ON CAMPUS REGISTRATION

a) On arrival at the campus, proceed to the registration desk of your Department/ School, where a team of faculty members will guide you through the registration process.
b) A registration form will be sent online to you. You should bring the filled form along with you to complete the registration quickly.
c) A copy of the fee receipt should be attached with the registration form.
d) The balance fee, if any, can be paid at the fee counter at the university. Original Documents and a copy of the same should be carried for verification (document checklist is given in Annexure III).
e) After your school/ departmental registration your Id Card will be issued (in case not issued yet) by the ERP/ admission department. At the time of issue of id card, you will be provided with your student iCloud login. All class related information will be available on your iCloud login.
f) You will be added to the School/Department WhatsApp group after the due completion of the admission process.

ANNEXURE IV: DOCUMENT CHECKLIST

S.No.	Certificates/Testimonials	Check box
1	10th Mark Sheet	
2	10th Passing Certificate	
3	12th Mark Sheet	
4	12th Passing Certificate	
5	Migration Certificate/Transfer Certificate	
6	Gap year affidavit, if applicable	
7	Character Certificate	
8	Medical Fitness Certificate (Original)	
9	2 Recent Passport size photos	
10	Diploma/ITI Mark Sheet (For Lateral Entry Students)	
11	Graduation Mark Sheet & Degree (If Applicable)	
12	Post-Graduation Mark Sheet & Degree (If Applicable)	
13	Entrance Exam Score/Rank card (If Applicable)	
14	Aadhaar Card (Mandatory)	
15	Admission Offer Letter	
16	Caste Certificate (In case of SC/ST/OBC)	
17	Certificate(s) for Sports Quota Admission (If Applicable)	
18	Certificate of Armed Category (If Applicable)	
19	Certificate of Differently Abled (If Applicable)	
20	AIU Equivalence Certificate: Required from Students holding foreign Certificate / Diploma / Degree against the last qualification	

Note: - Students are informed to bring the original documents for verification and two sets of Photocopies of the same along with four recent passport size photos for submission.

Annexure V

It is recommended that students bring with them their own laptop with the following minimum or higher specifications.

Laptop with the following minimum specifications:

- Processor: i3 and above

- RAM: 8GB

- HDD: 512 GB

- Graphics Card: 1 GB Nvidia Card

- Operating System: Windows 10

- Wireless Network: - 802.11n

- NIC: Gigabit

- Inbuilt Mic, Camera, and speaker