

1. Purpose: The purpose of this policy is to support an academic environment that promotes attentiveness, discipline, and respect for teaching and learning. This policy outlines expectations regarding the use of mobile phones and other personal electronic devices by students during academic hours.

2. Scope: This policy applies to all students enrolled in the institute and is enforceable during academic hours, specifically within classrooms, laboratories, the library, and all instructional or examination settings.

3. Policy Statement

3.1 General Prohibition: The use of mobile phones is strictly prohibited during scheduled academic activities, including lectures, seminars, practical sessions, and assessments, unless explicitly authorized by a faculty member for academic purposes.

3.2 Device Settings: Students are required to ensure that mobile phones are switched off or placed on silent mode before entering any instructional environment.

3.3 Permitted Use: Mobile phones may be used during official breaks and outside instructional areas (e.g., cafeterias, common rooms, or designated phone-use zones). Use of mobile phones for academic or research purposes must be approved by the concerned faculty/staff.

3.4 Emergency Use: In case of emergency, students must take permission from the instructor and excuse themselves discreetly before using their device.

4. Compliance and Disciplinary Action: Violations of this policy will result in the following graduated responses:

First Violation: Verbal warning and reiteration of policy guidelines.

Second Violation: Confiscation of the device for the remainder of the day and a written notice issued.

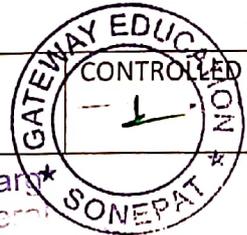
Subsequent Violations: Extended confiscation (up to one academic week), notification of parent/guardian (if applicable), and potential referral for disciplinary review.

4.1 Report Filing :

Any incident or violation related to mobile phones indiscipline may be reported through the CHC Service Mobile Usage In disciplinary Form. Faculty and staff are encouraged to use this digital platform (**DigiCampus**) for prompt and systematic filing of reports for record keeping and appropriate action

5. Exceptions

SUBMITTED BY Sunny Singla Dean Academics Gateway Education	ISSUED BY Dr. (Col) A Gary Director General Gateway Education
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GATEWAY EDUCATION Delhi-NCR, Sonapat	Office Order Policy for Mobile Phone Usage By Students	DOC: GE/HE/DG OFFICE/2025/142 REV: - DATE: 10 Sep 25 PAGE: 2 of 2
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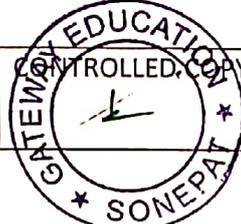
Requests for exemption due to medical, accessibility, or other legitimate reasons must be submitted in writing to the Office of Head of Department, accompanied by appropriate documentation. Approved exemptions will be granted on a case-by-case basis.



Dr. (Col) A Garg
Director General

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Copy to: Chairman, Executive Chairman & Executive Directors

SUBMITTED BY Sunny Singla Dean Academics Gateway Education <i>Received 01/11/25</i>	ISSUED BY  01 NOV	CONTROLLED COPY STAMP 
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Dr. (Col) A Garg
 Director General
 Gateway Education