

NOTIFICATION
(PROCTOR COMMITTEE)

It is, notified in partial supersession of earlier Notification of even No. 1418 dated 15.11.2022 that the University has constituted “**Proctor Committee**” until subsequent orders are issued.

Proctor Committee:

1. Mr. Imran Husain, Asst. Prof. - Applied Sciences - Convener
2. Dr. Anil Pal, Asst. Prof. - Computer Applications - Co-Convener
3. Ms. Ritu Jain, Asst. Prof. - Electrical Engg - Member
4. Dr. Saurabh Singh, Asst. Prof. - Civil Engg. - Member
5. Dr. Praveen Kumar Sharma, Asst. Prof. - HMCT - Member
6. Md. Shahnawaz Ahmed, Asst. Prof. - Diploma Engg. - Member
7. Mr. Arshad Ali, Asst. Prof. - Pharmacy - Member
8. Dr. Harish Kumar Bijarnia, Asst. Prof. - Agriculture - Member
9. Mr. Pooran Singh, Accommodation Manager - with his team members - Member

Administrative Functions and Responsibilities:

- (i) The Proctor shall be responsible to maintain discipline among University students and such functions shall be split into four parts namely:
 - a) Monitoring & maintaining the disciplinary climate prevailing in the students community.
 - b) Taking preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline.
 - c) The Proctor has to collect relevant facts about the incidents of indiscipline, evaluate the evidences and decide / recommend the quantum of punishment to be imposed on the erring students. Wherever considered necessary the Proctor has to place the relevant information before the President.
 - d) The Proctor shall issue all orders relating to disciplinary proceedings against students.
- (ii) The Proctor shall make arrangements for the security of University establishments. He shall extend all possible help to various departments of the University to ensure security and safety of University property through the watch and ward staff working in the University.
- (iii) The Proctor shall make arrangements for the maintenance of Cycle/Scooter Stands in the University.

- (iv) The Proctor shall be responsible for the screening of applications for the contract of various canteens/shops in the campus as well as checking of the credentials of the persons employed in these establishments.
- (v) The Proctor shall maintain liaison with the Police Authorities in matters regarding the law and orders situation in the University campus.
- (vi) The Proctor shall perform such other functions as the President may direct from time to time.

Besides of above, the Proctor shall issue Guidelines regarding 'Discipline and Anti-ragging' for cooperation in maintaining peace and harmony in the University. The Proctor shall issue necessary steps for curbing the menace of ragging, eve-teasing, and such other acts in the University.

The proctor shall also request to all Heads of School for filling undertaking by the students, hostel residents, parents / guardians to avoid ragging in the University / Constituent Schools. These undertakings can be filled-in from the website: <http://www.antiragging.in>

The Proctor shall involve actively in their role and responsibilities by ensuring discipline of the students for peaceful environment in the Campus. The duties and responsibilities are as follows:

1. To see all the matters in the SGVU like fighting, eve teasing, women harassment and all.
2. Look out the proper conduct of Mid-Term & End-Semester Examinations in the University.
3. To see the discipline in departments of SGVU.
4. To see the discipline in the hostels and also look out that all the rules of SGVU are followed in the hostels.
5. To see the proper conduction of the classes and the presence of students in their classes.
6. To follow-up the police cases filed by the SGVU or for the SGVU.
7. To see all the Hostel Mess issues about food, about behavior of students and staff.
8. To check the condition and atmosphere on outside SGVU tea stall, all the nearby area of SGVU.
9. To see all the matters in court on the behalf of SGVU.
10. To roam around all the departments at 9:00 o'clock in the campus for proper conduction and healthy atmosphere.
11. To come late night in the campus and check the rooms of the students and also check security issues in SGVU.
12. To maintain the decorum of department for smooth conduction of university.
13. To maintain the discipline in each event of SGVU like AAYAM, BELLICOSE, EKLAVYA, X'ANIMO, EXUBERANCE and others if any.

Whenever an enquiry is required in any incident, the following procedure/norms will be followed:

- (A) The complainant is called for hearing and his deposition is recorded.
- (B) The accused person(s) is called for recording his/her statement.
- (C) Witnesses mentioned by both the parties is listed and they are called for recording their statements.

- (D) Any evidence, from security staff/SGVU staff or other persons, who were present there and had witnessed the incident, are called and their statements recorded.
- (E) A cross-examination of the accused and the complainant is conducted.
- (F) If any material evidence, like audio/video tapes/paper documents etc. is available, the same is examined. The veracity is established from the person who submits these.
- (G) Finally, a comprehensive report is prepared where specific charge against the accused is framed and send the notice.

(Bears approval of Hon'ble President).

[Madhusudan Sharma]
Registrar

Addressed to all concerned [Team SGVU]:

1. All Members of Proctor Committee
2. All Academic Heads, Deans, Directors, Principals, Vice-Principals, HODs, Faculties
3. The CFAO / Controller of Examination
4. Dy. Dir. DE/Chief Proctor / Chief Librarian / T & P Cell
5. Dy. Reg. (A&L / A&R /I.O.) /I/c Admissions / Finance Manager
6. Director Sports / Chief Warden, Hostels/ Estate Manager / Campus Manager
7. Asstt. Reg. (A&A)/ Asstt. Reg. (HR) / OSD to President / SIO
8. Officer Incharge - University Website– for necessary action.

CC for kind information:

1. Hon'ble President
2. Hon'ble Pro- President (Acad.)

Bcc:

1. PS to Hon'ble Chairperson
2. PS to Hon'ble Chief Mentor

Registrar