

OFFICE ORDER: 25 /2020

Re - Constitution of Institute's Proctorial Board

It is to notify that **Institute's Proctorial Board** has been **re-organized** as follows:

Institute Proctorial Board:

S.N	Name	Dept.	Post	Mobile
1	Prof. Bhoopendra Kumar	CSIT	Chief Proctor	9582943933
2	Prof. Yasir Karim	CE	Proctor	9718215799
3	Prof. Om Prakash	IT	Proctor	9582072481
4	Prof. Krishna Vijay Ojha	ME	Proctor	8800625835
5	Prof. Amit Kumar Gupta	MCA	Proctor	9410815532
6	Prof. S.K. Tripathi	EN	Proctor	9873905027
7	Prof. Aditya Bhardwaj	CSE	Proctor	9041710993
8	Prof. Prarthana Srivastava	AS	Proctor	9456680456
9	Prof. Sachin Tyagi	ECE	Proctor	8506097863
10	Prof. Ranchay Bhateja	MBA	Proctor	9319111513
11	Prof. Surya Prakash	KSOP	Proctor	8587017568
12	Prof. Varun Gupta	EIE	Proctor	9045440911
13	Prof. Zatin Gupta	CS	Proctor	9899430033
14	Prof. Ritu	CSIT	Proctor	9667670618

All **HoDs** will be *ex-officio* members of the **Proctorial Board**.

The **broad responsibilities** of Proctorial Board members are attached (**Annexure A**).

The Proctorial board members will be responsible to **Dean-SW** for their duties.

With this, Office Order: 09/2019 dated 31st May'19 stands superseded.

Dr. (Col) A Garg
Director

Distribution:

- Joint Director/ Deans/ Principal-KSOP/ HoDs (CSE/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Addl. HoDs (CS/CSIT) GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, Head-IC, Addl. Head-IIPC, Chairperson-ICC, Head-IT Operations, Manager-IA, Head-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to:

- Dean -SW, Chief Proctor & Proctors - Institute's Proctorial Board & Chief Rectors (Boys/Girls Hostel)

Institute's Proctorial Board – Responsibilities

- To keep regular vigilance in maintaining the discipline
- To monitor the indiscipline cases in the campus and also formulate a policy for the same.
- To deal with indiscipline issues (if any) of both boys/ girls hostel as & when referred by respective Chief Rectors.
- To keep the records of indiscipline cases.
- To propose/ undertake required anti-ragging measures.
- To prepare anti-ragging committee/ squad/ team for proper vigilance.
- To prepare a team of students (02 from each branch) as anti-ragging team members.
- To prepare and display the relevant posters/ banners at relevant places regarding indiscipline act/ punishment.
- To make a team with outside hostel owners and arrange regular meeting with them and keep the records.
- To prepare notices of the decisions approved by Director.



Dr. (Col) A Garg
Director