

ABESIT-COE/DO/2019-20/Order/05

14th August, 2019

Office Order

The Proctorial Board will consist of the following members:

1. Prof. S.B. Bajpayee	- Head-CEI & Proctor	Chairman
2. Prof.(Dr.) Sapna Katiyar	- Dean-Academics & HOD-ECE	Member
3. Dr. Rizwan Khan	- Prof.-in-charge of CSE Dept.	Member
4. Dr. S.K. Arya	- HOD-ASH & Coordinator B.Tech 1 st Year	Member
5. Prof. Avinash Trivedi	- Department Incharge of ME	Member
6. Prof. Bipin Kumar Rai	- Department Incharge of IT	Member
7. Prof. S.K. Ghose	- Department Incharge of CE	Member
8. Dr. Vimal Srivastava	- Asso. Prof. & Warden, Boys Hostel	Member
9. Ms. Jyoti Thakur	- Asstt. Prof. CSE & Warden, Girls Hostel	Member
10. Mr. Upendra Kr. Tiwari	- Asstt. Prof., CSE Dept.	Member
11. Dr. Anjali Saxena	- Asstt. Prof., Ist Year	Member
12. Mr. Brijesh Varshney	- Registrar	Member

Role & Responsibilities:

The Proctorial Board shall ensure that the students maintain discipline in the college. Although each staff member of this college is responsible for ensuring that students maintain code of conduct as per laid rules, yet some members as mentioned above are specially appointed for this purpose. Some specific responsibilities of the Proctorial Board are as follows:

1. To maintain discipline in the college.
2. To keep an eye on the general moral behavior of the students.
3. Discouraging smoking, use of narcotics and carrying arms in campus.
4. Putting a check on the attempts to disrupt the peaceful atmosphere of the college by indulging in any sort of indiscipline, such as raising slogans, shouting in corridors, quarreling etc.
5. Ensuring security of college property, checking trespassing etc.
6. Checking any misbehavior on part of students in their dealings among themselves and with teachers or other staff of the college.
7. To prevent students from indulging in any political activities in campus.
8. To ensure that students wear their ID card during their stay in the college premises.
9. To ensure that students are in proper uniform.



Procedure:

Once any disciplinary related issue gets reported or comes to the knowledge of any of the faculty/staff members, the same is to be intimated immediately to the Proctorial Board. A meeting of Proctorial Board will be scheduled for which intimation through circular with date, time & venue of meeting is to be done. All the incidences & evidence are to be documented, investigated and signed by all the members present including the victims and the witnesses. In the case of suspension from any class or expulsion from hostel, a notice for the same is to be placed on notice board next working day intimating to concerned student(s), his/her parents, Registrar, Warden, Course Coordinator, Advisor, Director & Notice Board.

Office Order

Prof. (Dr.) M.K. Jha
Director

Board will consist of the following members:

CC To:

1. Hon'ble Chairman Sir / Advisor Sir (email)
2. Principal, College of Pharmacy (e-mail)
3. Prof. (Dr.) Sapna Katiyar, Head-ECE & Dean-Academics (e-mail)
4. Prof. S.B. Bajpayee, Head-CEI & Proctor (e-mail)
5. All HOD/In-charges (e-mail)
6. Faculty & Technical Staff (e-mail)
7. CRC (e-mail)
8. Dr. Rakesh Singh Tomar, Head- Library (e-mail)
9. Mr. R.K. Agarwal, Finance Officer (e-mail)
10. Mr. Sachin Sharma, Head – Accounts (e-mail)
11. Registrar- ABESIT (e-mail)
12. Dr. Vimal Srivastava, Warden, Boys Hostel
13. Ms. Jyoti Thakur, Warden, Girls Hostel
14. In-charge - Exam Cell (e-mail)
15. Mr. Sanjay Vaish, HR- Head (e-mail)
16. Mr. Ravindra Yadav – Head - Services Dept. (e-mail)
17. Mr. Navneet Sharma, Coordinator– IT Support Cell (e-mail)
18. Notice Boards, ABESIT & Hostels (Girls & Boys)
19. Record Room- ABESIT (DO-10) (e-mail)

Chairman
Member
Member
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