

11.11.2017

Minutes of the Meeting of Proctorial Board & Warden held on Nov 11th, 2017

Members Present:

- | | | |
|--|-------------------------|------------------------|
| 1. Prof. Ashish Sharma, Chief Proctor | 6. Prof. Somesh Dhamija | 11. Dr. Umesh Sharma |
| 2. Prof. D.K. Das, Chief Warden, Boys | 7. Prof. Kamal Sharma | 12. Mr. Shashi Shekhar |
| 3. Prof. Charul Bhatnagar, Chief Warden, Girls | 8. Prof. Anuj Vijay | 13. Mr. Nitesh Sharma |
| 4. Prof. V.K. Deolia, Dy. Chief Proctor | 9. Dr. Sanjay Maurya | |
| 5. Prof. Vikas Tripathi | 10. Dr. Kamal Shah | |

The Chief Proctor welcomed all the members and started proceedings of the Meeting in accordance with the Agenda note circulated earlier.

Agenda Item –1: Proper Measures taken in Academic Blocks.

Action: It is decided by the board that following activities will undergo on daily and on regular basis

- Without Authentication students are not allowed to enter University Gate.
- Uniform Checking and Late comers monitoring must be done on regular basis
- Access of Camera for regular monitoring of activities in Campus.
- Student must carry their ID card always and should produce it if it is asked by any faculty member.
- Student should maintain silence and decorum while wandering in the department during lunch or lecture break

Agenda Item –2: Girls Related Cases.

Action: It is decided by the board that a women cell will constituted earliest in nearby future that involves woman members and the cases of women harassment, eve teasing and cases related to girls will be reported to both proctorial board and woman cell. The proctorial board will support woman cell to resolve the issue at earliest and to take action against those who found guilty.

Agenda Item – 3: Camera Access Authorization


Action: It is decided by the board that CCTV access will be granted to the proctor in charge so that evidences and investigation can be brought and carried out once the case is reported. So that actions can be taken timely and the case will be closed as soon as possible.

Agenda Item—4: Frame Out Rules and regulation

Action: It is decided by the board that regular updation of rules and regulations of hostel that includes both boys and girls will be framed. If any new incident occurs in the premises, the action and rule corresponding to that will be updated in the hostel rule book with immediate effect for future reference.

Agenda Item –5: Any other item with the permission of chair

NONE



(Prof. Ashish Sharma)

Chief Proctor and Associate Dean Academics

Copy to:

- PS to Hon'ble Chancellor for the kind information to Chancellor Sir
- PA to Hon'ble Vice Chancellor for the kind information to Vice Chancellor Sir
- Dean Academic Affairs for kind information
- Registrar for kind information
- All Concerned

30.8.2018

Minutes of the Meeting of Proctorial Board & Warden held on September 30th, 2018

Members Present:

- | | | |
|--|-------------------------|-------------------------|
| 1. Prof. Ashish Sharma, Chief Proctor | 6. Prof. Somesh Dhamija | 11. Dr. Umesh Sharma |
| 2. Prof. D.K. Das, Chief Warden, Boys | 7. Prof. Kamal Sharma | 12. Mr. Ajitesh Kumar |
| 3. Prof. Charul Bhatnagar, Chief Warden, Girls | 8. Prof. Anuj Vijay | 13. Mr. Asheesh Jaiswal |
| 4. Prof. V.K. Deolia, Dy. Chief Proctor | 9. Dr. Sanjay Maurya | |
| 5. Prof. Vikas Tripathi | 10. Dr. Kamal Shah | |

The Chief Proctor welcomed all the members and started proceedings of the Meeting in accordance with the Agenda note circulated earlier.

Agenda Item –1: Fast Recommendation from Academic Block Proctorial Board

Action: It is decided in the meeting that the cases that are brought under the knowledge of proctorial board should not be kept on hold for longer duration. The board has to review the case immediately as it is brought under notice. The board will also put a remark on likely to announce action dates on the application.

Agenda Item –2: Portal Checking on daily basis by Proctor In-charge

Action: It is suggested and decided that proctor in charge will check the GLA academic and proctorial portal on daily basis. The updating of newly brought cases should be entered timely and the pending cases should be moved to next step as early as possible

Agenda Item –3: Frame out rules and regulation for Hostel Students (Boys and Girls)

Action: It is decided by the board that regular updation of rules and regulations of hostel that includes both boys and girls will be framed. If any new incident occurs in the premises, the action and rule corresponding to that will be updated in the hostel rule book with immediate effect for future reference.

Agenda Item –4: Uses of Mobile phone in classroom

Action: It is decided that use of mobile phones will be strictly prohibited during the lecture timing inside the classes. The mobile phones should be kept in silent mode inside the pocket or bags and should not be kept even on the desk. If student wish to use mobile phones for any urgent reason, student will take a prior permission from the faculty members.

Agenda Item –5: Any other item with the permission of chair

Action: NONE


(Prof. Ashish Sharma)

Chief Proctor and Associate Dean Academics

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- Dean Academic Affairs for kind information
- Registrar for kind information
- All Concerned

07.10.2019

Minutes of the Meeting of Proctorial Board & Warden held on October 4th, 2019

Members Present:

- | | | |
|--|-------------------------|-------------------------|
| 1. Prof. Ashish Sharma, Chief Proctor | 6. Prof. Somesh Dhamija | 11. Dr. Umesh Sharma |
| 2. Prof. D.K. Das, Chief Warden, Boys | 7. Prof. Kamal Sharma | 12. Mr. Ajitesh Kumar |
| 3. Prof. Charul Bhatnagar, Chief Warden, Girls | 8. Prof. Anuj Vijay | 13. Mr. Asheesh Jaiswal |
| 4. Prof. V.K. Deolia, Dy. Chief Proctor | 9. Dr. Sanjay Maurya | |
| 5. Prof. Vikas Tripathi | 10. Dr. Kamal Shah | |

The Chief Proctor welcomed all the members and started proceedings of the Meeting in accordance with the Agenda note circulated earlier.

Agenda Item –1: Sudden Visits in Hostel

Action: It was unanimously decided to hold sudden visits in Hostels of the University. The visit is grouped in two parts i.e. External (All Proctors, Members and Faculty Members) and Internal (including all Warden Teaching & Non-Teaching, Faculty members residing in campus and Support staff). Frequency for External visit will be Monthly, however, Internal visit will be made on Fortnightly basis.

Agenda Item –2: Cases in which we need to constitute EC

Action: It was decided that Enquiry Committee shall be constituted on the basis of following:

- When high number of students of many courses involved and incidence of very serious nature
- Group fighting between Years, courses
- Depending upon the gravity of situation

Agenda Item –3: Students Posture while sitting in Lawns.

Action: It has been observed in past that students sit in the lawn with indecent posture which is highly objectionable. Considering this fact, it has been decided to constitute 3 to 5 committee consisting of 3 Gents faculty and 2 Lady Faculty members to take frequent round in the campus. All the Proctors or Nominated faculties from Proctor shall be monitoring the premises through Camera. Further, it was also decided to have a vehicle for Proctorial Board for taking round and to reach at any spot on time.

Agenda Item –4: Fast Clearance of Complaints from Portal

Action: As Proctorial Board receives any complaint it was decided that it is mandatory to address the complaint within 72 working hours else it needs to be forwarded to the next level with reason of not addressing.



Agenda Item -5: Eve teasing Complaints & Cases related to Girls

Action: It was also decided that complaints related to girls (any and every case) must be referred/forwarded to Presiding Officer of Internal Complaints Committee for action purpose.

Agenda Item - 6: Cases of intoxication

Action: It was unanimously decided that cases of intoxication should be addressed exemplarily. Following are the detail of action related to intoxication –

- Weed/ Opium : University Expulsion if found consuming
Hostel Expulsion if found in possession
- Alcohol : Fine of Rs. 5000/- (First time), Fine of Rs. 10000/- (Second time). Hostel Expulsion if found Third time

It was also decided that all type of Expulsion has to be executed in presence of guardian/parents. We need to hand over the ward to them only and take this in writing.

Agenda Item 7- Big cases of indiscipline referred to PB or Enquiry Committee

Action: It was decided that these type of cases wherein a large group of students or stringent cases are involved need to be address in following ways-

Precautionary Measures:

- Send Photograph of guilty students to Mr. Uttam Goswami and Mr. Prakash Chand to be affixed at all Gates for Entry Restriction.
- Information to Warden for further necessary action at the level of Non-Teaching Wardens, Hostel In-Charge & Peon.
- Head of Concerned Department for information of concerned Advisor and Faculty Members.
- **Ensure student who is expelled from Hostel is not staying in Hostel.**

Preventive Measures:

- Circulation of Letter to all Authorities, Support Staff and Guardian regarding incidence.
- Categorization of Case for Guardian Calling
- Guardian will meet first to concerned warden and proctor
- Execution of Action in presence of Guardian
- Guardian should also be told about Academic Details

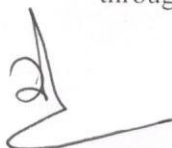
Financial Measures:

Decision on return of fee if any:

- Hostel Expulsion: Mess, Security
- Rustication from University: Mess, Security
- Asked to withdrawal of admission: as per norms

Rejoining or Registration

- Upon completion of Notice period, needs to get approval for Registration from Director/Vice-Chancellor through Head of the Department.



Office of the Chief Proctor

In addition to above, it was also decided that In case of incidence where a large group of students are involved, segregate Mild Category students within 48 hours and allow them to attend the classes after submission of undertaking from these students to avoid their Academic Loss.

Agenda Item -8: Any other item with the permission of chair

Action:

- Fine imposed on guilty shall be deposited in NSS Account or to be highlighted as dues to be cleared during Registration.
- When student of more than one department is involved, combined recommendation duly signed by all proctors and members are be sent.
- Instruct housekeeping people to lock rooms in ABs immediately after completion of classes.
- Strict vigilance in prominent areas like:
KC Ground, ground in front of IPR & IBM, AB VII and ME Block 'T' Section, Polytechnic Ground
- Without Authentication students are not allowed to enter University Gate.
- Uniform Checking and Late comers monitoring must be done on regular basis
- Access of Camera for regular monitoring of activities in Campus.
- Students have a malpractice of firing crackers; please make proper arrangement and duty to stop this.



(Prof. Ashish Sharma)

Chief Proctor and Associate Dean Academics

Copy to:

PS to Hon'ble Chancellor for the kind information to Chancellor Sir
PA to Hon'ble Vice Chancellor for the kind information to Vice Chancellor Sir
Dean Academic Affairs for kind information
Registrar for kind information
All Concerned

10.9.2020

Minutes of the Meeting of Proctorial Board & Warden held on September 10th, 2020

Members Present:

- | | | |
|--|-------------------------|-------------------------|
| 1. Prof. Ashish Sharma, Chief Proctor | 6. Prof. Somesh Dhamija | 11. Dr. Umesh Sharma |
| 2. Prof. D.K. Das, Chief Warden, Boys | 7. Prof. Anuj Vijay | 12. Mr. Ajitesh Kumar |
| 3. Prof. Charul Bhatnagar, Chief Warden, Girls | 8. Dr. Sanjay Maurya | 13. Mr. Asheesh Jaiswal |
| 4. Prof. V.K. Deolia, Dy. Chief Proctor | 9. Dr. Kamal Sharma | |
| 5. Prof. Vikas Tripathi | 10. Dr. Kamal Shah | |

The Chief Proctor welcomed all the members and started proceedings of the Meeting in accordance with the Agenda note circulated earlier.

Agenda Item –1: Action Plan for new academic year

Action: Circulation of Revised Rule and regulation, reviewing the rules if any changes are required

Agenda Item –2: Surprise visit to classroom, cafeteria and Hostels.

Action: It is decided that a surprise random visit to different sections and classes by proctorial team will be conducted throughout day time so that decorum and discipline of the department and university is maintained.

Agenda Item –3: Open University Gate Policy

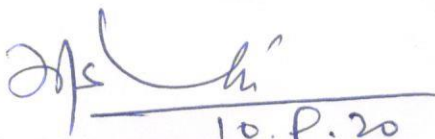
Action: It is decided that university gates will open for day scholar students during the lunch time and at the end of the day after all classes are completed as per the time table. If any student wishes to leave the campus in between he has to get a signed application from the program coordinator.

Agenda Item –4: Eve teasing Complaints & Cases related to Girls

Action: A specialized women cell has been constituted that involves woman members and the cases of women harassment and eve teasing will be reported to both proctorial board and woman cell. The proctorial board will support woman cell to resolve the issue at earliest and to take action against those who found guilty.

Agenda Item –5: Any other item with the permission of chair

Action: Any other decision that need to be taken against any indiscipline or any case that defame the decorum of department or university, the action and relaxation will be done with the permission of the chair.



(Prof. Ashish Sharma)

Chief Proctor and Associate Dean Academics

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Registrar for kind information
All Concerned

11.10.2021

Minutes of the Meeting of Proctorial Board & Warden held on October 11th, 2021

Members Present:

- | | | |
|--|-------------------------|-------------------------|
| 1. Prof. Ashish Sharma, Chief Proctor | 6. | 11. Dr. Kamal Shah |
| 2. Prof. D.K. Das, Chief Warden, Boys | 7. Prof. Somesh Dhamija | 12. Dr. Umesh Sharma |
| 3. Prof. Charul Bhatnagar, Chief Warden, Girls | 8. Mr. Vikash Sharma | 13. Mr. Ajitesh Kumar |
| 4. Prof. V.K. Deolia, Dy. Chief Proctor | 9. Prof. Anuj Vijay | 14. Mr. Asheesh Jaiswal |
| 5. Prof. Vikas Tripathi | 10. Dr. Sanjay Maurya | |

The Chief Proctor welcomed all the members and started proceedings of the Meeting in accordance with the Agenda note circulated earlier.

Agenda Item –1: Leave/Outing Policy for students

Action: It is decided that university gates will open for day scholar students during the lunch time and at the end of the day after all classes are completed as per the time table. If any student wishes to leave the campus in between he has to get a signed application from the program coordinator.

Also it has been decided by the board that any outing or leave taken by the student will have to be authorized by the proper channel. The student has to get a prior approval by applying the leave online on the portal. Once approved the parent of the concerned student must be informed and a revert SMS from the parent has to be taken. After approval from the authority student has to mark his outing at the main gate by showing the reference number.

Agenda Item –2: Restriction on unauthorized entry

Action: It is strictly advised from the board that every visitor has to get a gate pass once entering the university premises. The gate man and guards are responsible for checking and verifying this. Any unauthorized access in the premises must be brought into immediate notice of the board. If found guilty the board has right to handover unauthorized entity to the police.

Agenda Item –3: Dress code of the student

Action: It is decided by the board that a regular checking for student dress code will be done. Every student has to obey the dress code format issued by the chair. Strict warning at first and then strong actions should be taken in case of repetitive behavior of the student.

Agenda Item –4: Always carrying the ID card by student

Action: It is decided by the board that a regular checking for student ID card will be done. Every student has to put the ID card with them always in their possession. Strict warning at first and then strong actions should be taken in case of repetitive behavior of the student



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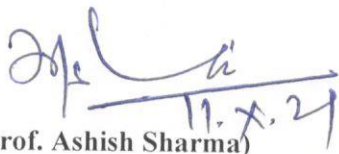
Agenda Item –5: Loitering of students during class timings

Action: It is decided by the board that no student is allowed to wander in the department if classes are running unless the student has the permission of faculty member or unless it has some official work in the department office.

Agenda Item –8: Any other item with the permission of chair

Action:

- Without Authentication students are not allowed to enter University Gate.
- Uniform Checking and Late comers monitoring must be done on regular basis
- Access of Camera for regular monitoring of activities in Campus.



11.10.21

(Prof. Ashish Sharma)

Chief Proctor and Associate Dean Academics

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