

**PROCTORIAL CELL**

The Proctor shall be appointed by the Director from amongst the teachers of the institute not below the rank of Assistant Profession and shall exercise such powers and perform such duties in respect of the maintenance of the discipline, may be delegated to him/her by the Director.

1. The Proctor shall hold office for a period of two years and shall be eligible for re-appointment
2. The Proctor shall have all such powers as are delegated to him/her by the Director
3. The Proctor shall be entitled to such allowances and amenities as the Board of Governors may approve from time to time
4. The Proctor shall be member of the Discipline Committee and he/she may convene the meetings of the Committee.
5. The Proctor shall be assisted by Assistant Proctors appointed by the Director on the recommendations of the Proctor for a term of two years and shall be eligible for re-appointment.
6. The Assistant Proctors shall be entitled to such allowances and amenities as the Board may approve from time to time
7. The Proctor shall have the power to take cognizance of any breach of discipline and if the circumstances so requires to suggest immediate disciplinary action in such cases.
8. The Proctor shall have the power to implement and coordinate anti ragging measures alongwith Wardens, Chief Warden and Dean, Students and Alumni.
9. The Proctor shall monitor discipline in the student community
10. The Proctor shall take preventive steps such as issue of notices, warnings instructions, regulating certain actions, other arrangements for the purpose of strict action against individual or collective indiscipline.
11. The Proctor shall collect relevant papers about the incident of indiscipline evaluate the evidences and recommend to the Director, the quantum of punishment to be imposed on the erring students.
12. The Proctor shall place the relevant information before the Director or the Discipline Committee for their decision.
13. The Proctor shall issue all orders relating to disciplinary proceedings against students.

14. The Proctor shall make arrangement for maintenance of Cycle/Scooter/Cars in the Campus.
15. The proctor shall maintain liaison with District Administration in matters regarding law and order situation in the institute.
16. The Proctor shall have the power
  - a) To impose fine as prescribed from time to time
  - b) To suspend or punish students upto a maximum period of 10 days
  - c) In all cases of disciplinary action, where the Proctor dealing with the matter considers that a high punishment is required to be awarded he/she shall report the same to the Disciplinary Committee for suitable action
  - d) The Proctor may constitute a proctorial committee consisting of students for maintaining discipline and anti ragging measures and coordination.

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