



# KRISHNA ENGINEERING COLLEGE

(Approved by AICTE & Affiliated to Dr. APJ Abdul Kalam Technical University (Formerly UPTU), Lucknow)

## Objectives of Proctorial Board

Krishna Engineering college has a Proctorial system where administration of student related matters pertaining to all acts of indiscipline are delegated to the Proctorial Board. Proctorial Board is chiefly responsible for ensuring that rules and regulation framed by Institute are being followed by the students.

## **Some specific responsibilities of the Proctorial Board are as follows:-**

- 1-To maintain discipline in the Institute; ensure Institute rules are understood and followed.
2. To keep an eye on the general moral behaviour of the student.
3. To prevent the student from indulging in any political activities on Institute premises

## Functioning of Proctorial Board:

The proctorial board in Krishna Engineering Ghaziabad has been established since beginning with a vision to maintain the campus discipline of students and good academic environment.

Cases of indiscipline or indecent behaviour of any student, cases of individual/ group harassment, threats, manhandling etc. are dealt strictly by the Proctorial Board

**The Chief proctor is assisted by additional proctors from all departments with special invitees as per the cases related with the student's indiscipline and all HODs will be the default members of the Proctorial Board and will have a deciding role if student involved are of their departments.**

The Proctorial Board will have at least one lady member other than HODs and will be the chairman of the committee for enquiry against sexual harassment, Eve-teasing or disrespectful behaviour or any misbehaviour with a girl student.

The matter related with discipline can be referred to this board as per following procedures:

1. Directly in Emergency situations
2. Forwarded from Director (Best Practice)
3. Forwarded from all Deans/ HODs/ TPO (as per case merit)

## **The procedure of disposal of cases received in board is as follows:**

1. The meeting of board is called and the complaint issues are well discussed among the members.
2. The person who put the complaint is called in meeting and asked to explain about his grievances.



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3. The witnesses are also called in the meeting and members used to ask their views regarding the matter. The witnesses asked to give the undertaking about the issues which they witnessed.
4. The proceedings are recorded and documented with the recommendation of the board.
5. The recommendations are forwarded to Director for his approval.
6. After the approval of Recommendation, the office order gets issued for compliance.
7. Every student along with his/her parents will have to submit undertaking to the institute.  
(In case parents are called because of any in disciplinary activity.)
8. A copy of office order is also communicated to the parents of involved students.

**Dr. Archana Pandey**

**Chief-Proctor**



# KRISHNA ENGINEERING COLLEGE, GHAZIABAD

08 Oct. 2021

## CIRCULAR

### RECONSTITUTION OF PROCTORIAL BOARD

To maintain discipline amongst the student's in the institute, the Proctorial Board is being reconstituted for session 2021-22. Case of indiscipline or indecent behavior of student, case of individual/ group harassment, threats, manhandling etc. will be dealt by the Proctorial Board. Some specific responsibilities of the Proctorial Board are as follows: -

- To maintain discipline in the institute and to ensure institute rules in the campus
- To keep an eye on the general behavior of the students.
- To prevent the students from indulging in any undesirable activities in institute premises.
- Be vigilant & take proactive action to control any untoward incident in the campus.

In case of any incident of indiscipline, an enquiry committee consisting of at least five members of the board under the chairmanship of Chief Proctor shall enquire the matter and the committee report shall be submitted to Director for further action.

Proctorial Board will have following members:

S.No.	Branch	Name of the Members	Board Members
1	CE	Dr. Archana Pandey	Chief Proctor
2	ME	Mr. Ashutosh Kumar	Member
3		Mr. Ujjwal Chauhan	Member
4	CSE	Mr. Veer Bhadra Pratap Singh	Member
5		Dr. Monika Rani	Member
6		Mr. Prashant Naresh	Member
7	ECE	Mr. Deepak Gupta	Member
8	AS	Dr. Ganesh Thakur	Member
9		Dr. Lalit Gupta	Member
10	IT	Mr. Ravinder Chauhan	Member

  
08/10/21  
Prof. (Dr.) Shailesh Tiwari  
Director

**Copy to :**

Dean (A)  
HsOD (CS, IT, EC, ME, AS, CE, Humanities) and Sections Heads  
Person concerned