

Ref. No.: -GRD-IMT/DO/2024/FEB/SE/14

Date: 07/02/2024

Notice

Subject: Formation of Proctorial Board/Discipline Committee

All Faculty, Staff and Students are hereby informed that below mentioned **Proctorial Board/Discipline Committee** has been formed to strictly implementation of **Code of Conduct for Students**

SN	Name	Role
1	Dr. Sanjay Sharma	Head of Committee
2	Mr. Bal Krishan Yadav	Co-ordinator
3	Ms. Ankita Pokhariyal	Co-ordinator
4	Mr. Ashish Dimri	Member
5	Mr. Pawan Devli	Member
6	Mr. Mayank Chaudhan	Member
7	Mr. Amit Rathi	Member
8	Dr. Saurabh Tripathi	Member
9	Mr. Ashutosh Sharma	Member
10	Mr. Anurag Jain	Member
11	Mr. Manoj Singh	Member
12	Mr. Sunil Tiwari	Member
13	Mr. Tarun Sharma	Member
14	Mr. Yogeswar	Member
15	Ms. Bhumika Joshi	Member
16	Ms. Amrita Bisht	Member
17	Ms. Swapnil	Member
18	Ms. Vaishali	Member

Core Role and Responsibilities of Proctorial Board/Discipline Committee:

The Discipline Committee in a college plays a crucial role in maintaining a positive and respectful campus environment by addressing issues related to student behavior and adherence to college policies. The core responsibilities of a Discipline Committee typically include:

1. Ensure that students are aware of and adhere to the college's code of conduct, rules, and regulations.
2. Enforce disciplinary policies consistently and fairly.
3. Investigate reports of student misconduct or violations of college policies.

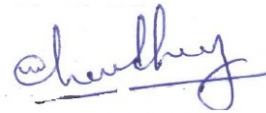
4. Gather evidence, interview relevant parties, and assess the facts of the situation.
5. Conduct disciplinary hearings to allow students an opportunity to present their side of the story.
6. Determine whether a violation has occurred based on the evidence presented during the hearing.
7. Impose appropriate sanctions or penalties for violations, which may include warnings, probation, fines, community service, counseling, suspension, or expulsion.
8. Ensure that sanctions are proportionate to the severity of the offense.
9. Establish an appeals process to review decisions made by the Discipline Committee.
10. Provide students with a fair opportunity to appeal the committee's decisions.
11. Develop and implement educational programs to inform students about the college's code of conduct, policies, and the consequences of misconduct.
12. Promote a culture of responsibility and ethical behavior within the college community.
13. Collaborate with other campus resources, such as counseling services, student affairs, and academic departments, to address underlying issues contributing to student misconduct.
14. Maintain accurate records of disciplinary cases, including investigation reports, hearing transcripts, and sanctions imposed.
15. Ensure confidentiality and compliance with privacy laws when handling sensitive information.
16. Regularly review and update disciplinary policies to reflect changes in the college environment and legal requirements.
17. Seek feedback from students, faculty, and staff to identify areas for improvement in the disciplinary process.
18. Respond promptly to urgent or crisis situations involving student misconduct.
19. Implement emergency measures when necessary to ensure the safety and well-being of the college community.

Overall, the Discipline Committee plays a crucial role in fostering a positive and respectful campus community by promoting accountability, fairness, and a commitment to shared values.

Above Committee will take help of Dean Student Welfare and report to the **Registrar** from 08.02.2024 onwards.

Students may contact to above faculty members for any help or query related to relevant activities.

Regards



Dr. Pankaj Chaudhary
Director General

CC) 1) P.S. to Hon'ble Chairman for Information please.

2) Vice Chairman for information please.

3) All Directors/Deans/HODs.

4) Registrar

5) Dean Student Welfare