



Govt. Degree College Udhampur



PROCTORIAL BOARD POLICY DOCUMENT AN INITIATIVE OF INTERNAL QUALITY ASSURANCE CELL

Introduction:

The Proctorial Board has been created in the institution to look after day to day routine discipline of the institution and check interdisciplinary behavior. The board conducts routine checks and reports any events or incidents along with suggested remedial action to the Discipline committee with a forwarded copy to the IQAC. The Proctorial Board consists of faculty members from various departments and separate sub-committees have been constituted for each day of the week. Cases of indiscipline or indecent behavior of any student, cases of individual/ group harassment, threats, manhandling etc. are dealt strictly by the Proctorial Board. Students are liable to disciplinary action for violation of any of the rules of discipline which may be warning/fine/suspension from college.

Vision

To provide a transparent security system that could strengthen the overall academic ambience of the institution, and promotes free flow of knowledge in a fully secure environment.

Objectives

The board is established with following objectives:

1. To look into all security concerns of the Institution
2. To maintain discipline amongst the student community
3. To forestall acts of individual or collective indiscipline through issuance of notices, warning and instructions
4. To protect the property of the Institution.
5. To advise the Institution on the critical and sensitive issues which may disturb the peace and stability of the Institution.

Structure

Six sub-committees of Proctorial Boards have been constituted with faculty members from different departments designated as convener, co-convener and members. Each committee of the board is entrusted with the responsibility of maintaining discipline each day of the week. The list of the sub-committees in Proctorial board for the academic session 2021-2022 is mentioned as below:



Monday			Tuesday		
Dr. Seema Kotwal	Botany	Convener	Dr. Manisha Kohli	Psychology	Convener
Prof. Romesh Chander	Economics	Co-Convener	Dr. Archana Gupta	Zoology	Co-Convener
Prof. Sunita Kumari	Chemistry	Member	Prof. Jawaid Sarver	Botany	Member
Dr. Ravinder Kumar	Mathematics	Member	Prof. Rakesh Singh	Physics	Member
Dr. Ankush Bharti	Statistics	Member	Prof. Rakesh Kumar	Comp. Appl.	Member
Prof. Rajinder Kumar	Commerce	Member	Dr. Pallavi Bhagat	BBA	Member
Dr. Ridhi Sharma	BBA	Member	Dr. Swarn Singh	Botany	Member
Prof. Sanjeet Singh	Hindi	Member	Prof. Anoksha Sharma	Sociology	Member
Dr. Irshad Ahmed Itoo	English	Member	Dr. Sanjay Singh	Geography	Member
Faizan Danish Khaleel	Chemistry	Member	Dr. Imran Mehraj Dar	BBA	Member
Dr. Mohd. Iqbal Sheikh	Sociology	Member	Nisar Ahmed Nengroo	Pol. Science	Member
Mr. Nisar Ahmed	Mathematics	Member	Dr. Deepshikha Janwal	Comp. Appl.	Member
Ms. Shalu Jasrotia	Hindi	Member	Dr. Divya Bakshi	Biotech.	Member
Ms. Chandrika Sharma	English	Member	Ms. Ruchika Sharma	English	Member
Ms. Ayushi Grover	Psychology	Member	Ms. Sugandha Sharma	Comp. Appl.	Member
Wednesday			Thursday		
Dr. Sunil Kr. Bhat	Chemistry	Convener	Dr. Ved Kumar	Chemistry	Convener
Prof. Samta Sharma	History	Co-Convener	Prof. Reena Bhagat	English	Co-Convener
Dr. Kawaljit Kour	English	Member	Prof. Sarita Parihar	Physics	Member
Prof. Shivani Sharma	Botany	Member	Prof. Shaji Khan	English	Member
Prof. Rachna Bharti	Comp. Appl.	Member	Prof. Pooja Dheman	Hindi	Member
Prof. Kaku Ram	BBA	Member	Prof. Sonia Raj	Zoology	Member
Dr. Anita Kumari	Zoology	Member	Prof. Asma Javaid	Botany	Member
Dr. Sumati Anthal	Physics	Member	Prof. Pooja Devi	Music	Member
Dr. Ranjan Sharma	EVS	Member	Dr. Tarsem Lal	Geography	Member
Dr. Suhail Iqbal Wani	Chemistry	Member	Dr. Aamir Rashid Bhat	Commerce	Member
Tawseef Ahmed Bhat	Electronics	Member	Mr. Vishno Sharma	Geology	Member
Dr. Meenakshi Raina	Biotech.	Member	Dr. Rupali Sharma	English	Member
Ms. Anjum Afridi	Geography	Member	Ms. Santosh Gupta	Hindi	Member
Ms. Sheetal	EVS	Member	Ms. Ankita Sharma	Statistics	Member
Friday			Saturday		
Prof. Gurvinder Raj Verma	Sericulture	Convener	Dr. Naresh Sharma	English	Convener
Dr. Rabia Javed	Chemistry	Co-Convener	Dr. Rozy Bamba	Botany	Co-Convener
Prof. Samosh Kumar	Music	Member	Dr. Satish Kumar	Chemistry	Member
Dr. Rippy Bawa	English	Member	Dr. Bandana Mazal	Sericulture	Member
Dr. Vipul Chalotra	Commerce	Member	Prof. Pardeep Singh	Education	Member
Dr. Yash Pal Sharma	Dogri	Member	Prof. Sanjeev Kumar	Urdu	Member
Prof. Manju Bala	Dogri	Member	Dr. Devi Dass	Electronics	Member
Dr. Zahoor Ahmed Mir	EVS	Member	Dr. Naseeb Singh	Chemistry	Member
Dr. Shakir Majid	Mathematics	Member	Javid Ahmed Mallah	Philosophy	Member
Mr. Sajad Ahmed	Comp. Appl.	Member	Mr. Muneer Ahmed	History	Member
Dr. Jyoti Sharma	Commerce	Member	Dr. Sapna Rani	Hindi	Member
Dr. Rafia Akhter	Urdu	Member	Dr. Cheatna Kumari	Public Adm.	Member
Ms. Anuradha	Chemistry	Member	Ms. Nidhi Sharma	Physics	Member



Responsibilities of the Board

- To maintain discipline in the college and to ensure that college general rules as mentioned in the college prospectus are understood and followed.
- To keep an eye on the general moral behavior of the students.
- To prevent students from disturbing the peaceful atmosphere of the college.
- To ensure that each student prominently displays her identity card during her stay in college premises.
- To ensure that students do not sit idly in the premises of the college and attend their classes
- To ensure that students are in full prescribed uniform
- To ensure that students do not indulge in unruly behavior in the college premises
- To prevent outsiders from breaking discipline of the college

Duties of the Board

- To conduct rounds of the college to maintain discipline and take notice of any inappropriate behavior of the students.
- To submit daily report to the Principal regarding any events or actions within the context of maintaining discipline in the campus
- Take cognizance of any activity or incident that is not within the code of conduct of the students and take on spot action to rectify the situation. The same shall be mentioned in the daily report.
- Make any suggestion regarding the improvement of discipline and monitoring of student behavior in the campus
- Take any preventive step such as issuing notice to preempt any break in discipline during examinations, admissions and other important events.
- Supervise entry and movement of students in the college campus including proper parking of vehicles and restriction of outsiders during teaching hours
- Recommend appropriate action in case of any act of indiscipline by a student
- Keep a check on absenteeism from class, loitering in canteens and in corridors, and use of mobile phones outside the ambit of college guidelines
- Check identity cards of students and prevent outsiders from entering or loitering about the college campus without permission



Code of Procedure of the Board

Minor Offence: A warning will be issued to the erring student. Identity card of the student may be seized till the student submits a written apology or parents of the students are called.

Major Offence: Written report will be submitted to the Principal and matter will be forwarded to Discipline Committee for Action. Students involved in the incident may be suspended pending inquiry.

Misbehavior with faculty/Act of violence/Misbehavior with Female students: Students involved in the incident will be suspended pending inquiry and matters will be forwarded to the Discipline Committee for action. The Board considering the gravity of the offence may recommend duration of suspension from the college.

GENERAL CODE OF CONDUCT TO BE FOLLOWED BY EVERY STUDENT

1. Classes start from 9.00 a.m. and may continue up to 03.00 p.m. on all the six days of a week.
2. No student shall leave the premises before the college timing without the prior permission of HOD/class teacher.
3. Every student of the college must always wear/keep the valid Identity Card in his possession issued by the college with their recent photograph affixed, bearing the signature of the Principal.
4. Only urgent/important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
5. No outsider is allowed to enter the College without a valid reason.
6. All Students must adhere to the Dress Code of the College. They should be in specified uniform mentioned as below:
 - **Boys (UG):** White Shirt-Black formal Trousers in Summers & Black formal Coat or V-neck sweater in winters.
 - **Boys (PG):** Sky Blue Shirt-Black formal Trousers in Summers & Black formal Coat or V-neck sweaters in Winters.



- **Girls (UG):** Simple White Salwar- Kameez & White Chunni with Black Sweater in Winters (without any designs & hood) or formal Black Coat-Trousers with white shirt.
- **Girls(PG) :** Simple Pinkish Purple Kameez with White Salwar & White Chunni with Black Sweater (without any designs & hood) or formal Black Coat-Trousers with White Shirt.

Note: However, Principal of the College may exempt white Kameez –Salwar & chunni & allow Pink Kameez – Salwar & Chunni instead to a girl student who is married or engaged for marriage on the written request of the Parent/s or Guardians. Denims are not allowed at all. All the students will carry I-Cards every day.

7. Use of Mobile in the class rooms, library is strictly prohibited.
8. Unlawful assembly of students is banned.
9. Writing of graffiti or sticking of posters and spitting on walls is a cognizable offence.
10. Ragging in any form on or off the college campus including the hostel is a cognizable offence and the student/students involved in ragging will be severely punished as provided in IPC and Hon'ble Supreme Court directions.
11. If any student/students is/are affected by the ragging in the college premises or outside of the college. They must inform immediately to the Principal/ Discipline & Ragging committee Coordinator
12. The entry into College Vatika shall be restricted to girl students only.
13. Eatables snacks / beverages (drinks) are not allowed inside the class rooms.
14. Consuming Alcohol, Guthkha and Smoking is strictly prohibited in the premises and out of the college.
15. Every student helps to keep college premises/campus/Class Room & desk-chairs clean and neat, everyone must use dust bin for garbage.
16. College premises and class rooms are under CCTV surveillance, everyone must follow the discipline in college premises/campus/class room.
17. During the conduct of lectures, students should not loiter in and around the College premises. Students are liable themselves for disobedience, misconduct, misbehavior, loitering or for any act of indiscipline.
18. No friends/ guests / visitors/any outsider shall be allowed with the students in the college premises/campus as well as in class room.
19. Students should make use of College Library and must not loiter in the college premises whenever they have a free period.
20. For any kind of misbehavior with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
21. Students must conserve electricity and water. They must switch off lights &



- fans when they leave the class room, study room of library & computer lab.
22. Furniture in the class rooms should not be moved or displaced.
 23. Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the college and will be considered a punishable offence.
 24. In case of any kind of problem or need of medical emergency in the college, student should report to the Pharmacist/HOD/concern teacher, who will help them to solve their problem.
 25. Each student should park his/her vehicle at the parking of the college.

The above code of conduct is subject to change, modifies or suspended as and when required.

The decision of the College Principal, in any matter, shall be final and binding.

