

**NOTICE**

Ref.: GLBGI/DO/2024/073

Date: 03/09/2024

Sub: PROCTORIAL BOARD

This is to inform that a Proctorial Board comprising of the following is hereby re-constituted with immediate effect till further orders-

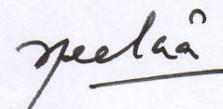
1. Dr. Bholey Singh, Professor	Chief Proctor
2. All Head of the Departments	Member (Ex-Officio)
3. Chairperson, Internal complaint Committee (Women Cell)	Member (Ex-Officio)
4. Mr. Sanjeev Singh, Asstt. Professor	Proctor
5. Dr. Rajesh Kr Deolia, Asso. Professor	Member
6. Dr. Ajay Kr Upadhyay, Asso. Professor	Member
7. Dr. Udayvir Singh, Asstt. Professor(COE)	Member
8. Dr. Abhishek Singh, Asstt. Professor	Member
9. Mr. Dushyant Chauhan , Asstt. Professor	Member
10. Mr. Ashutosh Verma, Asstt. Professor	Member
11. Mr. Ankit Goel, Asstt. Professor	Member
12. Dr. Shatakshi Mishra, Asstt. Professor	Member
13. All Wardens (Girls & Boys Hostel)	Member (Invitee)

The Proctorial Board will look after the administration of student's related matters pertaining to all acts of indiscipline. The board will mainly be responsible for ensuring compliance of rules and regulations by the students. Though, some specific responsibilities, but not limited to, shall be 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 behavior of the students.
3. To prevent the student from indulging in any political activities in the institute premises.

The Proctorial Board will be supposed to follow the following procedure to initiate enquiry if a complaint is ascertain :

1. The complainant will be brought forward for a hearing, and his statements will be duly recorded
2. The accused(s) will be called for recording his/her/their statement.
3. Witnesses mentioned by both parties will also be called for recording their submissions.
4. Any evidence, from security personnel / staff or other persons, who were present there and/or had witnessed the incident, will be called and their statements will be recorded.
5. A cross-examination of the accused and the complainant will be conducted.
6. If any material evidence, like audio/video/paper documents etc. is available, the same will be examined. The authenticity will be established from the submitted documents.
7. A comprehensive report will be prepared where specific charge against the accused will be framed and a Show Cause Notice will be served to submit his defense in the stipulated time. Based on the gravity of charges, the accused may be suspended from the academics as prime facia as a preventive measure.
8. After taking cognizance of the statement of the accused, final recommendation shall be forwarded to the Director and then final decision shall be communicated by the Director's office which shall be binding on both the complainant and the accused.

  
**Prof. Neeta Awasthy**  
Director

Copy through e-mail to :

- All concerned
- All HoDs
- Registrar
- Admin Officer
- All Notice Board
- Web Master : To upload at collage website.