



# GL BAJAJ

Group of Institutions  
Mathura

FIND YOUR SPARK

Approved by AICTE & Affiliated to AKTU

## NOTIFICATION

Ref.: GLB/DO/2021/61

Date: 05.10.2021

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

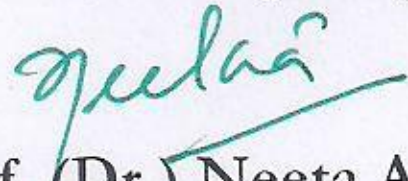
1. Dr. Bholey Singh, Professor	Chairperson
2. All Head of the Departments	Member (Ex-Officio)
3. Head, Women Cell	Member (Ex-Officio)
4. Dr. Rachit Gupta, Asstt. Prof.	Member
5. Mr. Brijesh Kumar Gupta, Asstt. Prof.	Member
6. Mr. Ashish Tyagi, Asstt. Prof.	Member
7. Mr. Sachin Upadhyay, Asstt. Prof.	Member
8. All Wardens	Member (Invitee)
9. Md. Mohsin, Asstt. Prof.	Member Secretary

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 behaviour of the student.
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 shall be called for hearing and his statement will be recorded.
2. The accused will be called for recording his/her statement.
3. Witnesses mentioned by both parties will also be called for recording their depositions.
4. Any evidence, from security staff/ 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. Finally a comprehensive report will be prepared where specific charge against the accused will be framed and a Show Cause Notice will be served and accused will be suspended from classes till he submit his defense and punishment is decided.
8. The defense given by the accused persons in the Show Cause Notice will be studied and examined.
9. A report will be prepared and appropriate disciplinary action will be recommended.
10. Final report and recommendations will be submitted to Director for approval & final decisions.
11. Consequently, the punishment will be conveyed to the student in writing duly signed by the Director.

  
Prof. (Dr.) Neeta Awashty  
Director

Copy to:

- Registrar
- All Members of Proctorial Board
- All Faculty/Staff Members
- **Web Master:** To upload at college website.