

# JECRC UNIVERSITY JAIPUR

Ref.: JU/Reg./2022/F-44/6348

Date: 25<sup>th</sup> March 2022

## Office Order

### Reconstitution of Proctoral Board

With the University resuming in the offline mode the number of students present in the campus is reasonably large. There is a requirement to keep vigil on the student activities both inside and outside the classrooms. Necessary vigilance is required to be carried by the Proctoral Board.

In order to smoothen the functioning of the Proctoral Board the present Proctoral Board is restructured as under

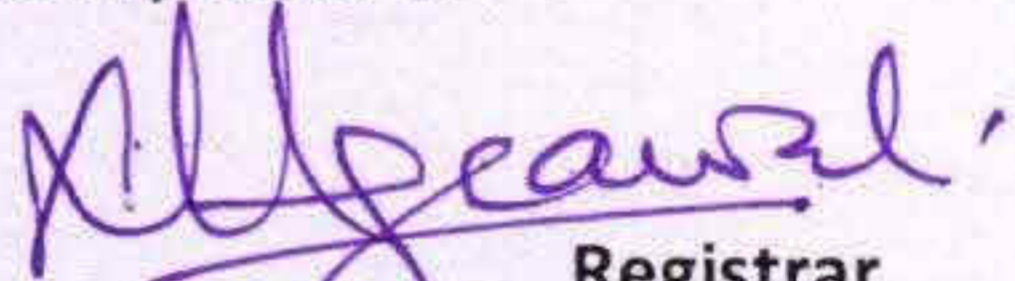
1. Proctor – Maj Gen T K Das
2. Dy Proctor Engg Block and Central Lawn – Dr. Pranav Saxena, HoD Physics  
Team Alpha–  
Dr.Gajanand Sharma – CSE  
Mr. Tushar Vyas - CSE  
Mr. Yogesh Bharadwaj – CSE  
Ms. Shruti Mathur – CSE  
Mr. Akash Talwariya - EEE
3. Dy Proctor AHS and Law Block, Car Park, and area behind AHS and Law Block – Dr. Vishal Jain, Dean AHS  
Team Bravo–  
Dr. Ram Garg - SoM  
Dr. Monu Kuruvilla - SoM  
Dr. Tulika Singh – Law  
Mr. Y Pachuri – Law  
Dr. Dinesh Dharamadasani – IT&CA
4. Dy Proctor Science Block, Admin Block, Mess, Canteen and Sports Grounds -  
Dr. Jagdev Singh  
Team Charlie –  
Dr. Vishwas Deep Joshi – Maths  
Dr. Nishant Gaur – Physics  
Mr. Anirudh Sharma – CE  
Ms. Surabi Verma – Civil  
Dr. Jebi Sudan –Biotech
5. Dy Proctor Boys Hostel and areas around it till the Mess – Dr. Narendra Kaushik  
Dean, JMC  
Team Delta –  
Mr. Shailendra Singh Bhati- HoD JMC  
Mr. Janghir Khan – ME  
Mr. Satyajeet Sharma – CSE  
Mr. Kingshuk Pal – HHM  
Mr. Sanat Jain – CSE



6. Dy Proctor Girls Hostel and Ground in front of hostel – Dr. Ekta Menghani - Biotech and Dr. Reema Ajmera Computer Applications  
Team – Ms. SughandaVerma – English  
Dr. Shewta Chauhan – Maths  
Ms. Priyanka Beriwal – Design  
Ms. Jayshree Suroliya – IT&CA  
Ms. Vaishnavi H Thakre – Forensic Science  
Ms. Bhanu Gangwal– Law
  
7. Dy Proctor Main Gate – Dr. Hardik Pathak  
Team Foxtrot –  
Mr. Ladley Mohan – ME  
Mr. Omprakash – Maths  
Mr. Sidharth Mukherjee – IT&CA  
Dr. Kapendra Phogat – ME  
Mr. Sabilesh Singh – CE  
Mr. Aditya Upadhayay - CSE
  
8. Each Dy Proctor will be responsible for maintaining discipline in areas designated to them. He / She will ensure the following:
  - (a) Handle all discipline cases arising in their areas of jurisdiction
  - (b) Carry out first investigation report of the incidence.
  - (c) Interact with Dean/ HoD of students involved in the incidence and resolve matter if not very serious. However records of the same will be maintained.
  - (d) Incidences involving multiple departments which are serious and cannot be resolved locally will be referred to the Proctors office through the Registrar by raising a proper incidence report.
  - (e) In addition carry out routine vigilance patrolling of their areas of responsibilities to check for unwanted activities/unbecoming conduct or any ragging activity. Proper schedule for the same will be made and issued to team members.
  - (f) Dy Proctor Hostels will carry out periodic surprise checks of the hostel rooms with the support of Dy Director Hostels, chief wardens and warden staff.
  - (g) Dy Proctor Main Gate will carry out periodic surprise checks (at least once a month) of ID Card of students, driving license and wearing of helmets and baggage check. Necessary support will be provided by security incharge and his staff.
  - (h) Carry out proper documentation of all activities and raise periodic activity reports.



9. In all centralized events (JU Rhythm, Convocation, Freshers etc) all teams will be deployed based on instructions issue by the Proctors office.
10. Mr. Brajesh Mishra of JMC will provide secretarial support to the Proctoral Board.
11. The above instructions will be followed in letter and spirit. These will be periodically reviewed and amplified from time to time by the Proctor's Office.
12. It may please be noted that maintenance of discipline is the collective responsibility of all of us in the University. All of us are therefore required or be vigilant and handle/report all matters of indiscipline rather than shying away from it.

  
Registrar  
Registrar  
JECRC University, Jaipur-303905

CC: All the Deans/ Directors/ HoDs/  
Faculty / Staff

Copy: The President  
The Vice Chairperson  
The Director, Digital Strategies

