

HINDUSTAN COLLEGE OF SCIENCE & TECHNOLOGY
FARAH (MATHURA)

August 4, 2011

PROCTORIAL BOARD

The proctorial board is responsible for maintaining discipline in the college. Although each staff members of this college are Proctors, yet some of them are especially appointed for this purpose. The proctorial board is ensured with the following responsibilities

1. Maintaining the discipline.
2. Keeping an eye on the general moral behavior of the students.
3. Discouraging smoking, use of narcotics and carrying arms on the campus.
4. Putting a check on the attempts to disrupt the peaceful atmosphere of the college by indulging in any sort of indiscipline, such as raising slogans, shouting in corridors, quarreling etc.
5. Ensuring security of college property, checking trespassing etc.
6. Checking any misbehavior on part of students in their dealings among themselves and with teachers or other staff of the college.
7. Preventing students from indulging in political activities of any sort on the campus or showing their political affiliations by displaying badges of student federations etc.
8. Ensuring that each student wears his ID card during his stay in the college premises.
9. Ensuring that each student is in proper uniform.

A Proctorial Board of the college is hereby constituted. The committee will comprise the following:-

S.No	Name	Designation	Position	Mobile No.
1	Dr. Sanjay Jain	HOD-EC/EE	Chairman/Chief Proctor	9720086663
2	Mr. Sandeep Agarwal	DSW	Member	9568006065
3	Dr. M.S.Gaur	HOD-Physics	Member	9568006063
4	Dr. Arun Chopta	HOD-BT	Member	9568006057
5	Dr. C.N.Tripathi	HOD-Env	Member	9568006066

6	Mr. Anurag Bajipai	HOD-Chemical	Member	9568006059
7	Mr. Shankar Thawakar	HOD-IT	Member	9897634307
8	Mr. R.K.Sharma	HOD-Automobile	Member	9568006058
9	Mr. Santosh Agrahari	HOD-EI	Member	9568006068
10	Mr. Munish Khanna	HOD-CS	Member	9690015773
11	Mr. Y.C.Dhote	Asstt Prof (ME)	Member	9045374550
12	Mr. Hari Pathak	Asstt. Prof-BT	Member	9912652575
13	Dr. Vinod Kumar Kushwaha	Asstt. Prof (Physics)	Member	9410406575
14	Mr. Rajesh Kr. Kaharwar	Chief Warden	Member	9568006070

The board shall be responsible to maintain discipline among the students at all levels i.e. class rooms, hostel, canteen, play ground and college buses etc. The board shall meet at least once in a week in the Director's office to review the discipline among the students. Complaint about the indiscipline behavior of the student shall be forwarded to the DSW office for necessary action.

(Dr. Om Kumar Harsh)
Director

Copy to:

1. Vice Chairman – for kind information
2. All the members of the Proctorial Board
3. All Deans/HODs
4. Office Copy

HINDUSTAN COLLEGE OF SCIENCE & TECHNOLOGY
FARAH (MATHURA)

04 August, 2010

DISCIPLINE COMMITTEE

A Discipline Committee of the college is hereby constituted. The committee will comprise the following:-

- | | |
|---|------------------------|
| 1. Mr. Kapil Gupta - DSW | Chairman/Chief Proctor |
| 2. Dr Harendra Singh, HOD- Mathematics | Member |
| 3. Dr (Mrs.) Mamta Sharma, HOD- Humanities | Member |
| 4. Mr. Puneet Mangla, HOD-Mechanical | Member |
| 5. Mr. Ramesh Chandra – Asso. Professor, EC | Member |
| 6. Mr. V.K. Gupta, Asso. Professor, Civil | Member |
| 7. Mr. Rajesh Kr. Kaharwar - Chief Warden | Member |
| 8. Mr. Amit Saxena – Asst. DSW | Member |
| 9. Concerned HOD | Invitee members |

The duties of the DSW are to conduct the discipline committee meeting and shall record the proceedings in writing along with the witnesses examined. The committee shall decide the quantum of punishment imposed on the students and shall submit the same for the Director's approval. The Committee have right to call any body inside and outside the college including the parents, faculty and staff members in connection with investigation of complaints received.

(Dr. Sraban Mukherjee)

Director

Copy to:

1. Vice Chairman – for kind information
2. All the members of the discipline committee
3. All Deans/HODs
4. Office Copy