

04-07-2025

Office Order

College Proctor Committee

Composition

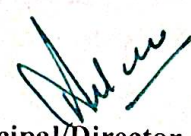
S. No.	Name	Designation	Role in Committee
1	Dr. Anju Walia Principal / Director	Chairperson	Final approving authority of all disciplinary decisions; provides policy guidance and oversight.
2	Dr. Neha Faculty of Science	Chief Proctor	Leads the committee, investigates disciplinary cases, and recommends appropriate actions.
3	Dr. Tej Kumar Faculty of Commerce	Co-proctor	Organizes meetings, prepares minutes, and submits reports to the Principal/Director.
4	Mr. Brajnaresh Faculty of Arts and Humanities	Co-proctor	Provides departmental inputs and supports disciplinary proceedings.
5	Mr. Rahul Rajput Faculty of Management	Co-proctor	Offers perspective on cases involving female students; ensures gender sensitivity.
6	Dr. Puneet Faculty of Education	Co-proctor	Provides behavioral insights and counseling support related to student discipline.
7	Mr. Vikas Sharma Faculty of Computer Application	Co-proctor	Maintains records, drafts reports, and ensures implementation of committee decisions.

Functions of the Committee:

1. To maintain discipline and ensure adherence to the institutional Code of Conduct within the campus.
2. To receive and inquire into complaints of indiscipline or misconduct among students.
3. To recommend appropriate disciplinary actions after a fair hearing and due process.
4. To review and update discipline policies periodically in consultation with the Principal/Director.
5. To maintain records of meetings, complaints, and resolutions.

Meeting Frequency:

As and when required, or upon receipt of any disciplinary complaint.


 Principal/Director

Norms and Procedures Followed During Disciplinary Enquiry

The following norms and procedures shall be followed for conducting disciplinary enquiries at Indraprastha Institute of Management & Technology (IIMT), Umahi Kota, Saharanpur:

- Any student may lodge a complaint with the Principal, Chief Proctor, Head of Department (HOD), or any other competent authority of the Institute.
- Upon receipt of a complaint, the concerned Head of Department shall conduct a preliminary scrutiny. The HOD, along with at least three members of the Proctorial Board/Discipline Committee, is empowered to take appropriate action in accordance with the IIMT Students' Code of Conduct and Discipline Rules.
- If the HOD and Chief Proctor determine that the matter requires a detailed disciplinary enquiry, the Chief Proctor shall constitute a three-member Proctorial Enquiry Committee to conduct an impartial and comprehensive investigation.
- The Proctorial Enquiry is an internal disciplinary process of the Institute. Therefore, only the members of the Enquiry Committee, concerned faculty/staff, the complainant, the accused student(s), and witnesses (as required) shall be permitted during the proceedings. Representation through any third party shall not be allowed.

Procedure for Conducting the Enquiry

1. The complainant shall be called, and his/her statement shall be recorded.
2. The accused student(s) shall be called, and his/her statement shall be recorded.
3. Witnesses identified by both parties shall be listed and their statements shall be recorded.
4. Statements of faculty members, staff, security personnel, or any other person who witnessed the incident may also be recorded.
5. The Committee may conduct cross-questioning of the complainant and the accused whenever considered necessary.

6. Any documentary, digital, audio, video, or other material evidence submitted shall be examined, and its authenticity shall be verified.
7. Based on the findings, specific charges, if established, shall be framed, and a Show Cause Notice shall be issued to the accused student. The student may be placed under temporary suspension from classes or Institute activities, if considered necessary, until submission of the explanation and final decision.
8. The written explanation submitted by the accused shall be carefully examined by the Committee.
9. The Committee shall prepare its findings and recommend appropriate disciplinary action in accordance with the IIMT Students' Code of Conduct and Discipline Rules.
10. The final enquiry report, along with recommendations, shall be submitted to the Principal for approval and final decision.
11. The disciplinary decision shall be communicated to the student through an official order duly signed by the Chief Proctor and the Principal.
12. Any student aggrieved by the disciplinary decision may submit an appeal to the Chairman, Dr. Subhash Chandra Kulshreshtha Educational Society, whose decision shall be final.