

## ORDINANCE-XXV

### **Appointment, Honorarium, Powers and Functions of Proctor**

[Statute-28(2)]

#### **A. Appointment**

1. The Proctor shall be an officer of the University and shall be appointed by the Executive Council from amongst the Professors and Associate Professors of the University, on the recommendation of the Vice-Chancellor.
2. The Proctor shall be appointed for a period of three years and shall be eligible for re-appointment.
3. The Proctor shall be assisted by Deputy Proctor(s) and Assistant Proctor(s), appointed by the Vice-Chancellor.

#### **B. Honorarium and Amenities**

1. The Proctor shall be entitled to such honorarium, allowances and amenities as the Executive Council may approve, from time to time.
2. The Proctor shall be entitled to a free telephone at his/her residence.
3. The Deputy Proctor(s) and Assistant Proctor(s) shall be entitled to such honorarium and allowances as the Executive Council may approve from time to time. They shall be reimbursed their telephone bills, limited to only one telephone each to the extent as approved by the Vice-Chancellor.

#### **C. Duties and Powers**

1. The Proctor shall assist the Vice-Chancellor in matters relating to the maintenance of discipline among the students of the University.
2. The Proctor shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases.
3. The Proctor shall:
  - (i) Monitor the disciplinary climate prevailing in the student community;
  - (ii) Take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling any act of any individual or collective indiscipline;
  - (iii) Collect relevant facts about any incident of indiscipline, evaluate the evidence and decide/recommend the quantum of punishment to be imposed on the erring student(s). Whenever considered necessary, the Proctor shall

place the relevant information before the Vice-Chancellor or the Discipline Committee for their decision; and

- (iv) Issue all orders relating to disciplinary proceedings against students.
- (v) Maintain liaison with the District Administration in matters regarding the law and order situation in the University Campus.

**4. The Proctor shall have the power:**

- (i) To institute or suspend proceedings in cases of breach of discipline, referred to him/her by the Vice-Chancellor or reported to him/her by any other person or noticed by himself/herself;
- (ii) To suspend or gate a student up to a maximum period of two weeks;**
- (iii) To impose fine as prescribed from time to time; and
- (iv) To record adverse entry in the Character Certificate to be issued to the student with the approval of Vice-Chancellor at the time of leaving the Department/University in regard to misbehaviour, misconduct, indiscipline, etc. committed by him/her.**

5. The Proctor shall perform such other functions, and exercise such other powers, as the Vice-Chancellor may assign or delegate to him/her from time to time.

