

Objectives of Proctorial Board

LLOYD Institute of Engineering and Technology has a defined discipline Proctorial Board system where administration of student related matters pertaining to all acts of indiscipline are delegated to the Proctorial Board. Proctorial Board is chiefly responsible for ensuring that rules and regulation framed by Institute are being followed by the students.

Some specific responsibilities of the Proctorial Board are 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 on Institute premises

Functioning of Proctorial Board:

The proctorial board in LLOYD Institute of Engineering and Technology has been established since beginning with a vision to maintain the campus discipline of students and good academic environment. Cases of indiscipline or indecent behaviour of any student, cases of individual/ group harassment, threats, manhandling etc. are dealt strictly by the Proctorial Board.

The Chief proctor is assisted by additional proctors from all departments with special invitees as per the cases related with the student's indiscipline and all HODs/overall Co-ordinators will be the default members of the Proctorial Board and will have a deciding role if student involved are of their departments.

The Proctorial Board will have at least one lady member other than HODs and will be the chairman of the committee for enquiry against sexual harassment, Eve-teasing or disrespectful behaviour or any misbehaviour with a girl student.

The matter related with discipline can be referred to this board as per following procedures:

1. Directly in Emergency situations
2. Forwarded from Director (Best Practice)
3. Forwarded from all Deans/ HODs/ TPO (as per case merit)

The procedure of disposal of cases received in board is as follows:

1. The meeting of board is called and the complaint issues are well discussed among the members.
2. The person who put the complaint is called in meeting and asked to explain about his grievances.
3. The witnesses are also called in the meeting and members used to ask their views regarding the matter.
4. The witnesses asked to give the undertaking about the issues which they witnessed.
5. The proceedings are recorded and documented with the recommendation of the board.
5. The recommendations are forwarded to Director for his approval
6. After the approval of Recommendation, the office order gets issued for compliance.
7. Every student along with his/her parents will have to submit undertaking to the institute. (In case parents are called because of any in disciplinary activity.)
8. A copy of office order is also communicated to the parents of involved students