



No. RDC/32/18

Dated: 25.06.2018

### Order

The following Proctorial Board of the Institute is constituted to look after the disciplines of the students.

- |                                                            |            |
|------------------------------------------------------------|------------|
| 1) Dean (Students Welfare)                                 | - Chairman |
| 2) Chief Warden                                            | - Member   |
| 3) Prof. Keya Mitra, Dept. of A. T. & R. P.                | - Member   |
| 4) Prof. Aparna Dey Ghosh, Dept. of Civil Engineering      | - Member   |
| 5) Prof. Chinmoy Bhattacharjee, Dept. of Chemistry         | - Member   |
| 6) Prof. Bhaskaran Barman, Dept. of Electrical Engineering | - Convener |
| 7) Assistant Proctor                                       | - Member   |

The Proctorial Board shall also have the following responsibilities.

- 1) Organizing students counselling and liasoning with the Parents/Guardians of the students.
- 2) Issuing I-Card and conduct certificates for the students.
- 3) To conduct enquiries of the defaulter students against individual/collective indiscipline.
- 4) To recommend quantum of punishment to be imposed on the erring students.
- 5) To frame conduct rules for the students.
- 6) To organise awareness programs on different student related issues.

This is issued with the approval of the Competent Authority.

Sd/-  
(Biman Bandyopadhyay)  
Registrar

Copy forwarded for information and necessary action to:-

- 1) All Deans/Heads of the Departments/Heads of Schools/Heads of the Centres
- 2) All Officers
- 3) All Hostel/Hall Wardens
- 4) PS to Director
- 5) Institute Website

W  
25/06/18  
Registrar  
IEST, Shibpur