

KALKA GROUP OF INSTITUTIONS

A Group dedicated for promotion of education from K.G. to P.G.

Partapur Bye Pass, Near Partapur Flyover, Meerut 250 006 (UP) Ph.: 0121-2440817, 2440348
E-mail: info@kalkaeducationalssociety.com Website: www.kalkaeducationalssociety.com

KGI/2026/05/03

Dated: 18-05-2026

OFFICE ORDER: 05/2026 Proctorial Board (Session 2026-27)

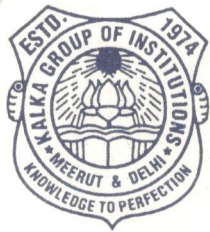
The Proctorial Board of Kalka Group of Institutions (KGI) is constituted to maintain discipline, ensure a safe and secure campus environment, uphold institutional values, and promote ethical conduct among students. The Board functions as an important administrative body responsible for maintaining order, enforcing institutional regulations, and fostering a culture of respect, responsibility and professionalism.

It is to notify the KGI Proctorial Board (2026-27) as follows:

Proctorial Board: Session 2026 - 27

S. No	Name	Designation	Department	Post
1.	Dr. Pranjal Kumar Singh	Professor	Pharmacy	Chief Proctor
2.	Dr. Amit Siwach	Professor	Dental Sciences	Addl. Chief Proctor
3.	Dr. Somendra Pratap Singh	Professor	Computer Application	Addl. Chief Proctor
4.	Dr. Lalita Yadav	Professor	Dental Sciences	Proctor
5.	Dr. Abhishek Kapoor	Professor	Dental Sciences	Proctor
6.	Mr. Adil	Associate Prof.	Nursing	Proctor
7.	Mr. Subodh Kumar	Assistant Prof.	Computer Application	Proctor
8.	Mr. Shrutikant Gupta	Lecturer	Pharmacy	Proctor
9.	Mr. Sunil Kumar	Lecturer	ITI	Proctor
10.	Ms. Yogita Tripathi	Facility Manager	Admin	Proctor
11.	Mr. Kamal Mani Srivastava	Hostel Warden	Admin	Proctor

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Duties and Responsibilities of Proctorial Board

Maintain Campus Discipline:

Ensure strict adherence to the code of conduct by all students. Prevent acts of indiscipline, misconduct, ragging, bullying, harassment, and violence within the campus.

Student Counseling and Guidance:

Counsel students facing academic, behavioral, or personal issues. Promote positive behavior through mentoring and guidance.

Monitor Student Conduct:

Observe student behavior during academic hours, examinations, cultural events, sports activities, and other institutional programs. Recommend corrective measures whenever necessary.

Implementation of Institutional Rules:

Ensure compliance with institutional policies regarding attendance, dress code, identity cards, campus timings, and discipline. Monitor adherence to University, PCI, INC, UGC, AICTE, BTE, and other regulatory guidelines wherever applicable.

Prevention of Ragging:

Work in coordination with the Anti-Ragging Committee and Anti-Ragging Squad. Conduct surprise inspections in classrooms, hostels, cafeterias, common areas, and other campus locations. Take immediate action against any incident of ragging.

Grievance Handling:

Receive complaints related to student misconduct and disciplinary issues. Conduct impartial preliminary inquiries and submit reports to the competent authority.

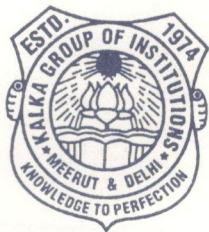
Campus Safety and Security:

Coordinate with the Security Department to ensure safety and security of students, faculty, staff, and visitors. Report suspicious activities or security concerns immediately.

Awareness Programs:

Organize awareness sessions on discipline, ethics, cyber safety, gender sensitization, anti-ragging, anti-drug awareness, road safety, and legal responsibilities.

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Coordination with Various Committees:

Work in coordination with:

- Anti-Ragging Committee
- Internal Complaints Committee (ICC)
- Student Grievance Redressal Committee
- Discipline Committee
- Hostel Administration
- Security Department

Documentation and Record Keeping:

Maintain records of complaints, inquiries, counseling sessions, disciplinary actions, warnings, and recommendations. Prepare periodic reports for the Principal and Management.

Recommendation of Disciplinary Action:

Recommend suitable disciplinary measures such as warning, counseling, community service, suspension, fines (where applicable), or other actions in accordance with institutional rules.

Promotion of Ethical Values:

Encourage honesty, integrity, respect, gender equality, inclusiveness, and responsible citizenship among students.

Monitoring During Institutional Events:

Ensure discipline during orientation programs, seminars, workshops, cultural festivals, sports events, industrial visits, educational tours, and convocation ceremonies.

Submission of Reports:

Submit monthly and annual reports on disciplinary activities, major incidents, preventive measures, and recommendations for improving campus discipline.

(Shri. Anil Mehrotra)

Hony. Secretary

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