



# INTEGRAL INSTITUTE OF MEDICAL SCIENCES & RESEARCH

INTEGRAL UNIVERSITY, LUCKNOW

## OFFICE OF THE DEAN

Ref. No: *11MSR/DO/2023/805*

Date: 21.03.2023

### PROCTORIAL BOARD – IIMS&R

The Proctorial Board of IIMS&R is hereby constituted with the following members:-

S. N.	Name	Designation	Mobile No.
1	Prof. T. Usmani Proctor, Integral University	Chairperson	9454153243
2	Prof. (Dr.) Abha Chandra Dean, IIMS&R	Co-Chairperson	9849050833
3	Prof. (Dr.) Baljeet Singh Arora, Medical Superintendent	Member	9453367336
5	Dr. Khaleel Ahmad Manik Vice Dean, IIMS&R	Member	9605927374
5	Dr. Vishal Parmar Professor, General Medicine	Dy. Proctor	9431867907 7979751594
6	Dr. Ashfaque Khan Director, IIAHSR	Dy. Proctor	9415777190 9648110592
7	Mr. Farzand Ali, Principal, IINSR	Dy. Proctor	8109408554 8433176490
8	Dr. Rubie Malhotra Coordinator, Medical Education Unit	Member	8808566666
9	Prof. Quazi Shahir Ahmad Prof. & HOD, Pharmacology	Member	9568419435
10	Prof. Mahboobul Haque Prof. & HOD, Anatomy	Member	9756292247
11	Prof. Roshan Alam, Prof. & HOD, Biochemistry (Hostel Superintendent, Boys Hostel, IIMS&R)	Member	9997392947
12	Dr. Areena Hoda Siddiqui Prof. & HOD, Microbiology	Member	9936914436
13	Dr. Asma Nigar Professor, Obs. & Gynae	Member	9415201406
14	Dr. Mohammad Faisal Chief Warden, Integral University	Member	7379112555
15	Dr. Azhar Farooqui Assoc. Professor, Psychiatry	Member	9532365581 8840260779
16	Dr. Priyanka Thapa, Asst. Professor, Biochemistry (Hostel Suptd., Girls Hostel, IIMS&R)	Member	9721215242

*Abha Chandra*  
Prof. (Dr.) Abha Chandra  
Dean – IIMS&R

**Copy to:**

1. Executive Director, IIMS&R, IIAHSR, IINSR
2. Proctor, I.U.- for information please.
3. All HODs – IIMS&R
4. All Concerned Members
5. Office File



**INTEGRAL INSTITUTE OF MEDICAL SCIENCES & RESEARCH  
INTEGRAL UNIVERSITY, LUCKNOW**

**PROCTORIAL BOARD – GUIDELINES**

**MISSION :-**

- To develop and maintain peaceful ambiance and law & order in the campus.
- To reform and reorient students through mediation, conciliation and counselling.
- To develop harmony and discipline in the University campus.
- To promote moral and social values amongst students.
- To prevent the students from indulging in any unlawful and nefarious activities in and around the campus.
- To ensure not to allow any kind of groupism or regionalism in the campus.

**OBJECTIVES :-**

- To develop and maintain congenial atmosphere for students for teaching, learning, research and innovation.
- To ensure that all academic, extracurricular, cultural and sports events organized by the university to be conducted in a hassle-free and friendly environment in the campus.
- To keep campus free from ragging, smoking, alcohol and any other intoxicating agent.
- To keep campus safe and secure for women teachers, students and scholars.
- To address the grievances of the students and employees of the University as per the rule of the university.
- To assist in smooth conduct of all examinations, admissions in the University.
- To resolve student issues through mediation and conciliation as far as possible.
- To ensure safety and security of university's assets and establishments.

**STANDARD OPERATING PROCEDURES (SOPs) FOR PROCTORIAL ISSUES REDRESSAL:**

- On the receipt of complaint, Enquiry Officer as deputed by Proctor / Enquiry Committee (if felt so by Proctor) looks into Points of complaint.
- The Enquiry Officer / Enquiry Committee, on the basis of complaint calls the complainant on a specified date and time.

- The person against whom complaint of misconducts is received is asked to explain his/her position within specified time.
- The complainant is given full opportunity to narrate incident leading to complaint.
- The complainant is provided fair opportunity to bolster his complaint by giving evidence of facts and circumstances.
- The Enquiry Officer / Enquiry Committee makes all possible effort to bring conciliation through counseling. (If the same is achieved, case may be closed and recorded with intimation to Proctor)
- Thereafter Enquiry Officer / Enquiry Committee prepares detail report on the basis of facts, circumstances, statement of complaint/witness fixing responsibility and report is submitted to Proctor for further cause of action.
- The accused is given full chance to defend himself/herself before Proctor / Proctorial Board.
- If the charges framed are proved, the delinquent student is subjected to the appropriate penalty.
- Any student feeling aggrieved over the decision, has the right to appeal to Vice Chancellor within three months from the date of service of the order/office memo. The decision of Vice- Chancellor will be final.

#### **CODE OF CONDUCT:-**

- Students must maintain high standards of decorum in their attitude and behavior. They should carry their ID cards while they are in university premises. They are also expected to pay respect to their elders and teachers which is line with our culture.
- Students must not indulge in any type of quarrelling or fighting or any other indecent verbal or physical activity. Severe disciplinary action will be taken in all such cases which may lead to suspension or even rustication of the concerned student from the University.
- Ragging is against the norms of civilized society and has been declared Criminal Offence by apex Court of India. Ragging is banned by the University and will attract Severe Exemplary Punishment.
- Any type of indecent/disruptive behavior under the pretext of any festival/celebration is not permitted and will result into disciplinary action.
- Possession of firearms, life threatening weapons and involvement in group/ gang fighting will lead to the rustication of the student.
- Students are allowed to wear only formal & decent dress.
- Outsider friends of any student are not allowed in university premises without the permission of the authority concerned.
- If any student is found involved in activities resulting in direct or indirect loss/ damage to the University, the same shall be borne by the student. He/ she will be asked to compensate the University for the same.