



Shri Ramswaroop Memorial College of Engineering & Management
Tewariganj, Faizabad Road, Lucknow - 226028

Inter Office Note

From : Registrar

To: All HODs / All Faculty

No: Reg./ION/2021-22/ 54

17 June 2022


Proctorial Board

Surprise Visit

1. It is observed that many students are moving without any reasons in the ground whereas their classes are being conducted in the department. Some of the students are found sitting in the Canteen area or in the hostels without any reasons.
2. Proctorial Board has decided to have a surprise visit on daily basis by a three member committee to ensure discipline in the College Campus. Day-wise Committee members are as under-

Day	Name of faculty
Monday	1) Dr. S. Ali, Head, Engg. First Year 2) Dr. Santosh Kumar Dwivedi, Head, BCA Deptt. 3) Dr. L. Chandiramani, COE
Tuesday	1) Er. Akhil Pandey, Head, Civil Engg. 2) Er. Ajay Kumar Srivastava, Head, IT Deptt., 3) Dr. Preeti Porov, Head, Physics Deptt.
Wednesday	1) Prof. (Dr.) Bobby W. Lyall, Principal, SRMCM 2) Prof. Gaurav Mishra, Head, MCA Deptt., 3) Dr. Ashish Avasthi, MCA Deptt.
Thursday	1) Prof. (Dr.) Indu Prabha Singh, Head, EC Deptt. 2) Dr. Shailesh Tandon, Head, MBA Deptt. 3) Prof. (Dr. Khadim Moin Siddiqui, Head EE/EN Deptt.
Friday	1) Dr. Atul Kumar, Head, CS Deptt. 2) Dr. Akhil Rathore, Head, ME Deptt. 3) Dr. Prabhat Srivastava, Head, BBA Deptt.

3. All above team members are expected to perform their duties –
 - (a) Ensure students are in their respective classes.
 - (b) No student found wandering anywhere during class timing.
 - (c) Students found on any floor or anywhere in college premises without any reason, send them to their respective class and submit their names to the Office of Director on the attached performa.


Prof. (Dr.) Bhavesh Kumar Chauhan
Director



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Appendix-A

Report: Proctorial Board

Following students have been found wandering anywhere during class timing as per the details shown as under :-

<i>S. No.</i>	<i>Roll No.</i>	<i>Name of the Student</i>	<i>Course & Year</i>	<i>Date</i>	<i>Remarks/ Indiscipline Act</i>

Date :

Signature
Member Proctorial Team

- Please submit this format to the Office of Director immediately, whenever any student is found involved in Indiscipline Act .