



KASHI INSTITUTE OF PHARMACY

Managed by: JAIN EDUCATION SOCIETY

E-mail: info@kashiit.ac.in Website: <https://kashiip.ac.in>

1800-123-321-123

Ref. No. Kashi IP/ Office Order /2023-24/PB/01

Date: -10/08/2023

OFFICE ORDER PROCTORIAL BOARD

Following faculty members are assigned the responsibility as shown against their names for the Session: 2023-24. They are advised to take over the responsibility with immediate effect.

Name	Responsibility	Department
Mr. Kumar Alok	Chief Proctor	B.Pharm
Mr. Deepak Kumar	Member	B.Pharm
Mrs. Sneha Yadav	Member	D.Pharm
Mrs. Nancy Jaiswal	Member	B.Pharm



Copy to:-

1. Hon'ble Vice-Chairman
2. Director
3. Registrar
4. HOD
5. IQAC Coordinator
6. Account office
7. Security incharge
8. Notice board
9. All Concern



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Ref. No. Kashi IP /2023-24/PB/02

Date: -12/08/2023

NOTICE PROCTORIAL BOARD MEETING

It is hereby inform to all members of Proctorial board that a meeting is scheduled in the board room on 16/08/2023 at 11.00 am.

Agenda:

- Maintaining the discipline in campus.
- Dress code and admit cards checking.
- About patrolling team
- Discipline during lunch time.
- Regular visit to sensitive areas.



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MINUTES OF MEETING PROCTORIAL BOARD

The meeting of proctorial board members was conducted on August 16, 2023 in board room. The meeting was chaired by Mr. Kumar Alok and other members of the board were participated in the meeting. Following agenda were discussed.

Agenda:

- All proctors are instructed for maintaining the discipline in campus.
- Students will not be allowed in campus without dress and admit cards.
- A patrolling team of minimum 3 members in which one member will be female.
- Patrolling team coordinator will send patrolling report to chief proctor and anti-ragging head with cc to Respected Director and HOD.
- During lunch the main gate team will focus on student's lunch place (Canteen).
- Regular visit will made to sensitive areas.
- HOD will coordinate with proctorial team.





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Ref. No. Kashi IP /2023-24/PB/03

Date: -25/11/2023

NOTICE PROCTORIAL BOARD MEETING

It is hereby inform to all members of Proctorial board that a meeting is scheduled in the board room on 30/11/2023 at 01.00 Pm.

Agenda:

- Fresher's Party
- Maintaining the discipline in campus.
- Dress code and admit cards checking.
- About patrolling team
- Discipline during lunch time.
- Regular visit to sensitive areas.



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MINUTES OF MEETING PROCTORIAL BOARD

The meeting of proctorial board members was conducted on 30/11/2023 in board room. The meeting was chaired by Mr. Kumar Alok and other members of the board were participated in the meeting. Following agenda were discussed.

Agenda:

- Fresher's Party patrolling duty.
- Students will not be allowed in campus without dress and admit cards.
- All proctors are instructed for maintaining the discipline in campus.
- A patrolling team of minimum 3 members in which one member will be female.
- Main GATE DUTY is to be led by Deepak Kumar.
- Patrolling team coordinator will send patrolling report to chief proctor and anti-ragging head with cc to Respected Director and HOD.
- Regular visit will made to sensitive areas.
- HOD will coordinate with proctorial team.





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Ref. No. Kashi IP /2023-24/PB/04

Date: -29/03/2024

NOTICE PROCTORIAL BOARD MEETING

It is hereby inform to all members of Proctorial board that a meeting is scheduled in the board room on 30/03/2024 at 01.00 pm.

Agenda:

- Aavaahan (Sports event)
- Maintaining the discipline in campus.
- Dress code and ID card checking.
- About patrolling team
- Discipline during lunch time.
- Regular visit to sensitive areas.



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MINUTES OF MEETING PROCTORIAL BOARD

The meeting of proctorial board members was conducted on 30/03/2024 in board room. The meeting was chaired by Mr. Kumar Alok and other members of the board were participated in the meeting. Following agenda were discussed.

Agenda:

- Aavaahan (Sports event) patrolling duty.
- Students will not be allowed in campus without dress and ID card.
- All proctors are instructed for maintaining the discipline in campus.
- A patrolling team of minimum 3 members in which one member will be female.
- Regular visit will made to sensitive areas.
- HOD will coordinate with proctorial team.
- If any incident reported must be informed to the chief proctor and sports in-charge.

