Updated Vide E.C. Resolution No. 2013(II):3.15, dated : 25.2.2013;
Notification No. JMI/R.O./L&Ord./ 2013, dated: 4.42013

Ordinance 22(XXII)

THE CHIEF PROCTOR

1. The Chief Proctor shall be appointed by the Shaikhul Jamia (Vice-Chancellor) from amongst the teachers, of the University not below the rank of Reader and shall exercise such powers and perform such duties in respect of the maintenance of discipline among students, as may be delegated/assigned to him/her by the Shaikhul Jamia (Vice-Chancellor)

   "Students", referred to above, mean regular, private/ex- students of the Jamia on the rolls of Departments of Studies/Hostels/Centres/Schools.

2. The Chief Proctor shall hold office for a period of three years and shall be eligible for reappointment.

3. The Chief Proctor shall have all such powers delegated to him/her by the Shaikhul Jamia (Vice-Chancellor).

4. The Chief Proctor shall be entitled to such allowances and amenities as the Majlis-i-Muntazimah (Executive Council) may approve of from time to time.

5. The Chief Proctor shall be the Secretary of the Discipline Committee, and he/she shall convene the meetings of the Committee.

6. The Chief Proctor shall be assisted by Deputy Proctors and Assistant Proctors appointed by the Shaikhul Jamia (Vice-Chancellor) for a term of three years. .

7. The Deputy Proctors and Asstt. Proctors shall be entitled to such allowances and amenities as the Majlis-i-Muntazimah (Executive Council) may approve from time to time. -

8. The Chief Proctor shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases.

9. The Chief Proctor shall :
   (1) monitor the disciplinary climate prevailing in the student community.

   (2) take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;

   (3) collect relevant facts about the incidents of indiscipline, evaluate the evidence and decide/recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary, the Chief Proctor shall place the relevant information before the Shaikhul Jamia (Vice-Chancellor) or the Discipline Committee for their decision; and

   (4) issue all orders relating to disciplinary proceedings against students.

10. The Chief Proctor shall make arrangement for the maintenance of Cycle/Scooter Stands in the Faculties.

11. The Chief Proctor shall maintain liaison with the Delhi Administration in matters regarding the law and order situation in the University Campus.

12. The Chief Proctor shall have the power:

(1) to suspend or institute proceedings in cases of breach of discipline, referred to him/her by the Shaikhul Jamia (Vice-Chancellor) or reported to him/her by any other person or noticed by himself/herself.

(2) to suspend or gate a student up to a maximum period of two weeks; and

(3) to impose a fine as prescribed from time to time.

13. In all cases of disciplinary action, where the Chief Proctor dealing with the matter considers that a higher punishment than he/she has power to impose is required, he/she shall report the same to the Discipline Committee for suitable action.

14. The Chief Proctor shall perform such other functions as the ShaikhuI Jamia (Vice-Chancellor) may direct from time to time.

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