

NOTICE**(Office Order # Convenor of Campus Monitoring (Academics) : 2023-24)**

Campus Monitoring (Academics) convenors are deputed as per following :

- ❖ Dr. Sanjeev Singh, Dean – Academics : Convenor # Entire Campus (except M-block)
- ❖ Dr. Ankur Saxena, Dean – CS/IT : Convenor # M-block
- ❖ Mr. Priyank Sharma, Associate Dean -Acad. : Co-convenor # Entire Campus (except M-block)

The major works pertaining to Campus Monitoring (Academics) include :

1. Constituting the team(s) of faculty members (referring their personal time-tables, duties are to be assigned during non-engaged classes only; except proctorial board members)
2. Deputed / assigned team(s) will take round in entire campus (including play-grounds / canteen etc.) and will ensure that no student will remain outside from their ongoing / scheduled classes / academic activities / events etc.
3. Numbers of rounds should be at least twice per working day (one – prior to lunch and second – after the lunch). Depending upon the need / utility, more rounds are to be taken by all the concerned teams.
4. Record keeping of students roaming here and there (found outside the scheduled ongoing classes) and emailing of such information / records to respective HOD (respective HOD will ensure information to the parents of such students for his / her absenteeism from regular classes and will keep its record, may be through respective Mentor / Class-counsellor / HOD-Office etc.).
5. Collecting data of ABSENTEES of Sessionals and PUTs and handing-over (emailing) of list of absentees to Ms Pooja for central level calling (on the same of conduct of exam). Ms Pooja will ensure calling to parents of absentees and will keep its record. In this respect, the students will be concerned ones (e.g. : Dean – CS/IT : Students of CSE and its allied branches; Dean – Academics : Students of all other branches)
6. In case of any indiscipline / act of indecent behaviour of individual / group etc., the case is to be reported to the Proctorial Board (in writing only) by respective Convenor.
7. Any other as deemed / assigned by competent authority.



(Dr. Brijesh Singh)
Director

Copy for information and necessary compliance to :

1. Hon'ble Chairman / Vice-chairman
2. Dean-Academics, Dean – CS&IT, Associate Dean – Students' Welfare, Associate Dean – First Year
3. All the HODs, IQAC, Chief Proctor, Chief Warden, Registrar, ERP, Transport, Account