



## University of the Visual and Performing Arts

### JOB DESCRIPTION AND LIST OF DUTIES, RESPONSIBILITIES

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| <b>Designation:</b>             | Chief Proctor                                                                                                                                                                                                                                                                                    |
| <b>Nature of Appointment:</b>   | A senior academic appointed by the University, in terms of the University By-Law No. 01/ 2026, on temporary basis, for one Academic Year, to oversee student discipline, prevention of ragging, maintenance of order, and student conduct within the University premises and affiliated hostels. |
| <b>Appointed by:</b>            | Council of the University                                                                                                                                                                                                                                                                        |
| <b>Selection By:</b>            | Structured interview, on the basis of a marking scheme approved by the University Council.                                                                                                                                                                                                       |
| <b>Attachment:</b>              | Proctorial Services Unit                                                                                                                                                                                                                                                                         |
| <b>Reported to:</b>             | Vice Chancellor                                                                                                                                                                                                                                                                                  |
| <b>Co-ordination with:</b>      | Dean/ Faculties, Heads of Departments, University Medical Officer, Senior Student Counsellor, Co-Senior Student Counsellors, Wardens, Sub wardens, University Security Personnel, Marshals, Relevant external authorities including Police where necessary                                       |
| <b>Scope of Responsibility:</b> | Undergraduate Students in the University                                                                                                                                                                                                                                                         |
| <b>Staff Management:</b>        | All non-academic staff attached to the Proctorial Service Unit (including trainees, if any)                                                                                                                                                                                                      |

#### *Summary of the Post:*

The Post of Chief Proctor, is Head of the 'Proctorial Services Unit' and is a senior academic appointment, responsible for maintaining student discipline, order, and a safe university environment in accordance with the University By-Law No. 01/ 2026 and regulations governing the universities. Functioning under the direct supervision of the Vice Chancellor, the Proctor works closely with university authorities, wardens, counsellors, security personnel, and other relevant stakeholders to prevent and manage ragging, student misconduct, violence, harassment, hostel indiscipline, and related disciplinary matters.

The Proctor is responsible for conducting preliminary inquiries for complaints and disciplinary incidents, submitting reports and recommendations, coordinating anti-ragging and preventive measures as recommended by the By-Law No. 01// 2026, supervising disciplinary aspects of hostels, responding to student-related emergencies, and advising the university administration on matters relating to student discipline, safety, and risk management.

The position requires integrity, impartiality, administrative competence, leadership, confidentiality, and crisis management capability, together with the ability to handle sensitive situations professionally and fairly. The appointment is made for a period of one academic year subject to satisfactory performance and the continued confidence of the university administration.

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### ***List of Duties and Responsibilities***

#### **1. Student Discipline & Conduct**

- a) Maintain student discipline within the University premises, hostels, and other university-controlled locations.
- b) Investigate complaints relating to:
  - Ragging
  - Student misconduct
  - Violence and intimidation
  - Sexual harassment
  - Hostel indiscipline
  - Damage to university property
  - Substance abuse and prohibited activities
  - Breaches of university by-laws and regulations
  - Other complaints related to student misconduct
- c) Conduct preliminary inquiries and submit reports with recommendations to the Vice Chancellor and relevant authorities.
- d) Ensure disciplinary procedures on student misconduct are conducted fairly, impartially, confidentially, and in accordance with university regulations and natural justice principles.
- e) Maintain accurate records and incident documentation.

#### **2. Prevention of Ragging & Student Violence**

- a) Lead and coordinate anti-ragging and victim support initiatives, including suggested committees, within the university, as recommended by University By-Law No. 01 of 2026.
- b) Develop and coordinate preventive strategies including, but not limited to:
  - Student awareness programmes
  - Hostel monitoring mechanisms
  - Early warning and reporting systems

- c) Closely monitor high-risk periods including, but not limited to:
  - New student intake periods
  - Hostel admissions
  - Student events and gatherings
- d) Coordinate with Deans, Wardens, Marshals, and student counsellors to prevent ragging and student unrest.
- e) Take immediate action upon receiving complaints or information relating to ragging or student intimidation.
- f) Maintain accurate records and incident documentation

### **3. Hostel Discipline Oversight**

- a) Supervise disciplinary aspects of student hostels in collaboration with Wardens/Sub-Wardens.
- b) Conduct inspections and monitoring visits to hostels where necessary.
- c) Address complaints relating to:
  - Hostel violence
  - Unauthorized occupancy
  - Harassment and intimidation
  - Safety and security concerns
- d) Maintain accurate records and incident documentation

### **4. Crisis & Emergency Management**

- a) Respond promptly to emergencies involving students.
- b) Coordinate immediate institutional responses to:
  - Violent incidents
  - Student unrest
  - Ragging complaints
  - Medical emergencies, in collaboration with university medical centre, related to student misconduct
  - Hostel conflicts
- c) Liaise with Police and other authorities where necessary and authorized.
- d) Maintain accurate records and incident documentation.

### **5. Advisory & Administrative Functions**

- a) Advise the Vice Chancellor and University administration on matters relating to:
  - Student discipline
  - University safety
  - Ragging prevention
  - Risk management

- b) Recommend policy improvements and preventive interventions.
- c) Maintain confidential records relating to disciplinary matters.
- d) Submit periodic reports on progress of activities to implement directives issued by the Supreme Court, in conformity with Supreme Court Judgement SC FR 216/ 2020, any other reports as requested by university authorities in relation to ragging and student disciplinary matters.



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### JOB DESCRIPTION AND LIST OF DUTIES, RESPONSIBILITIES

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| <b>Designation:</b>             | Deputy Proctor                                                                                                                                                                                                                                                                                                                                                    |
| <b>Nature of Appointment:</b>   | An academic staff member appointed by the University, in terms of University By-Law No. 01/ 2026, on a temporary basis for one Academic Year, to support the Chief Proctor in maintaining student discipline, prevention of ragging, and ensuring order and student conduct within the University premises, affiliated hostels, and within the assigned Faculty.. |
| <b>Appointed by:</b>            | Vice-Chancellor                                                                                                                                                                                                                                                                                                                                                   |
| <b>Selection By:</b>            | Based on the recommendation of the respective Dean/ Faculty                                                                                                                                                                                                                                                                                                       |
| <b>Attachment:</b>              | Proctorial Services Unit (Faculty-Based Representation under Chief Proctor)                                                                                                                                                                                                                                                                                       |
| <b>Reported to:</b>             | Chief Proctor, Vice Chancellor                                                                                                                                                                                                                                                                                                                                    |
| <b>Co-ordination with:</b>      | Chief Proctor, Dean of Faculty, Heads of Departments, University Medical Officer, Senior Student Counsellor, Co-Senior Student Counsellors, Wardens, Sub-Wardens, University Security Personnel, Marshals, and relevant external authorities including Police where necessary                                                                                     |
| <b>Scope of Responsibility:</b> | Students of the assigned Faculty, with extended responsibility within University premises and hostels as delegated by the Chief Proctor                                                                                                                                                                                                                           |
| <b>Staff Management:</b>        | Non-academic staff assigned to faculty-level proctorial duties, if any, under the supervision and direction of the Chief Proctor                                                                                                                                                                                                                                  |

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#### ***Summary of the Post:***

The Deputy Proctor is a faculty-based academic staff member appointed to represent faculty and functions under the direct supervision and direction of the Chief Proctor. The Deputy Proctor assists in the implementation of University By-Law No. 01/ 2026 and related regulations governing student discipline, order, and safety.

The Deputy Proctor acts as the representative of the Chief Proctor at faculty level and supports the coordination of disciplinary functions, prevention of ragging, and maintenance of student conduct

within the assigned Faculty. The role involves close collaboration with Deans, Heads of Departments, Wardens, Counsellors, Marshals, Security Personnel, and student representatives to ensure effective monitoring and early intervention in disciplinary matters.

The Deputy Proctor assists in preliminary inquiries, incident documentation, monitoring of student behaviour, hostel-related disciplinary support, and implementation of preventive measures as directed by the Chief Proctor. The position also requires responding to student-related incidents within the faculty jurisdiction and escalating serious matters to the Chief Proctor without delay.

The role demands integrity, impartiality, confidentiality, strong communication skills, and the ability to manage sensitive student issues professionally, while ensuring adherence to University policies and directives issued by the Chief Proctor and University administration. The appointment is made for a period of one academic year, subject to satisfactory performance and continued confidence of the University administration.

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### ***List of Duties and Responsibilities***

#### **1. Faculty-Level Student Discipline & Conduct**

a) Maintain student discipline within the assigned Faculty, lecture halls, laboratories, and related academic spaces, under the supervision of the Chief Proctor.

b) Assist in investigating complaints relating to:

- Ragging
- Student misconduct
- Violence and intimidation
- Sexual harassment
- Academic environment disruption
- Damage to university property
- Substance abuse and prohibited activities
- Breaches of university by-laws and regulations
- Other student disciplinary matters within the Faculty

c) Conduct preliminary fact-finding inquiries and submit reports with observations and recommendations to the Chief Proctor.

d) Ensure all disciplinary procedures are conducted fairly, impartially, confidentially, and in accordance with university regulations and natural justice principles, as guided by the Chief Proctor.

e) Maintain accurate records and documentation of all incidents within the Faculty.

#### **2. Support in Prevention of Ragging & Student Misconduct**

a) Assist the Chief Proctor in implementing anti-ragging initiatives within the Faculty, in accordance with University By-Law No. 01 of 2026.

b) Support awareness programmes, orientation sessions, and student engagement activities aimed at preventing ragging and misconduct.

c) Monitor student behaviour during high-risk periods including:

- New student intake
- Hostel admissions
- Faculty events and gatherings

d) Act as an early reporting point for student concerns and escalate serious issues to the Chief Proctor immediately.

e) Coordinate with faculty-level stakeholders including Heads of Departments, Wardens, and Counsellors for preventive action.

f) Maintain accurate records and incident documentation.

### 3. Hostel Related Disciplinary Issues (Faculty-linked)

a) Support the Chief Proctor in monitoring hostel-related disciplinary issues involving students of the assigned Faculty.

b) Liaise with Wardens/Sub-Wardens regarding student behaviour.

c) Assist in addressing complaints related to:

- Hostel misconduct
- Harassment and intimidation
- Safety and security concerns
- Unauthorized activities involving faculty students

d) Conduct visits or inspections as delegated by the Chief Proctor.

e) Maintain accurate records and incident documentation.

### 4. Crisis Response & Incident Reporting

a) Provide immediate response support in student-related incidents within the Faculty.

b) Assist in coordinating initial response to:

- Student conflicts
- Ragging complaints
- Emergencies involving faculty students
- Hostel incidents affecting faculty students

c) Immediately escalate serious incidents to the Chief Proctor for further action.

d) Liaise with University Security and relevant authorities as instructed by the Chief Proctor.

- e) Maintain accurate incident reports and timelines.

#### 5. Administrative & Advisory Support Functions

- a) Advise the Chief Proctor on faculty-specific student discipline trends and risk areas.
- b) Support implementation of directives issued by the Chief Proctor and University administration.
- c) Assist in preparation of periodic reports related to student discipline and ragging prevention within the Faculty.
- d) Maintain confidential records relating to disciplinary matters under the supervision of the Chief Proctor.
- e) Contribute to policy recommendations based on faculty-level observations, through the Chief Proctor.