Shri Guru Ram Rai Institute of Medical & Health Sciences
Shri Mahant Indiresh Hospital
Patel Nagar, Dehradun - 248001

H-2022-0933
April-09, 2022- April 08, 2026

SGRR/MC/Proctorial Board/2026/-588312

Date: 8th January, 2026

CIRCULAR

The Proctorial Board is responsible for maintaining discipline, preventing ragging, ensuring campus safety, addressing misconduct, and promoting ethical and professional behavior among students. The Proctorial Board of Shri Guru Ram Rai Institute of Medical & Health Sciences, Patel Nagar, Dehradun is being constituted. Members of the committee are as follows:

1. Dr. Nidhi Jain, Professor, Physiology	-	Chairperson
2. Dr. Lalit Kumar, Professor & Head, FMT	-	Member Secretary
3. Dr. Dorchhom Khrime, Professor, General Medicine	-	Member Secretary
4. Dr. Mohan Dhyani, Chairman, Disciplinary Committee	-	Member
5. Dr. Sheenam Azad, Member, Disciplinary Committee	-	Member
6. Dr. Shashi Munjal, Professor, Anatomy	-	Member
7. Dr. Puneet Ohri, Warden- MBBS Boys Hostel	-	Member
8. Dr. Shah Alam, Warden-MBBS Boys Hostel	-	Member
9. Dr. Sunandini Kapoor, Warden-MBBS Girls Hostel	-	Member
10. Dr. Sanjay Kaushik, Warden-JR Hostel	-	Member
11. Dr. Mohd. Bilal Kaleem, Asst. Professor, Orthopaedics	-	Member

Roles and Responsibilities of the Proctorial Board

1. Maintenance of Discipline

- Enforce institutional rules, regulations, and code of conduct
- Prevent and address indiscipline, misconduct, and unethical behavior
- Ensure respectful interaction among students, faculty, staff, and patients

2. Prevention and Control of Ragging

- Implement **anti-ragging measures** as per regulatory body guidelines (e.g., NMC/UGC)
- Monitor hostels, campus areas, and vulnerable zones
- Act promptly on complaints of ragging and ensure victim protection
- Coordinate with Anti-Ragging Committee and local authorities when required

3. Handling Complaints and Grievances

- Receive complaints related to:
  - Student misconduct
  - Harassment or intimidation
  - Substance abuse
  - Violence or vandalism
- Conduct preliminary inquiries in a fair and confidential manner

- Recommend appropriate disciplinary action to college authorities

4. Campus Safety and Security

- Ensure a safe academic, hostel, and hospital environment
- Coordinate with security personnel and hostel wardens
- Monitor entry/exit regulations and prevent unauthorized access

5. Monitoring Professional Conduct

- Promote ethical behavior consistent with medical professionalism
- Address unprofessional conduct in classrooms, wards, hostels, and clinical settings
- Reinforce patient dignity, confidentiality, and respectful care

6. Disciplinary Proceedings

- Investigate reported incidents through:
  - Fact-finding inquiries
  - Student hearings (ensuring natural justice)
- Recommend penalties such as:
  - Warning or reprimand
  - Fine
  - Suspension or expulsion (as per institutional rules)
- Maintain proper records of disciplinary cases

7. Counseling and Corrective Measures

- Counsel students involved in minor offenses
- Recommend psychological or academic counseling when needed
- Focus on reformative rather than purely punitive action

8. Coordination with Authorities

- Liaise with:
  - Principal/Dean
  - Hostel authorities
  - Anti-ragging cell
  - Internal Complaints Committee (ICC)
- Inform law enforcement in serious cases (violence, drug abuse, sexual harassment)

9. Awareness and Preventive Activities

- Conduct orientation programs on:
  - Code of conduct
  - Anti-ragging laws
  - Professional ethics
- Display emergency contacts and disciplinary policies prominently

10. Documentation and Reporting

- Maintain registers of incidents and actions taken
- Submit periodic reports to college administration
- Ensure compliance with regulatory body requirements

Prof. (Dr) Utkarsh Sharma
Principal

PRINCIPAL
SGRR Institute of Medical & Health Sciences
Patel Nagar, Dehradun

Copy to:-

1. The Hon'ble Chairman, SGRRIM&HS for information.
2. The Hon'ble Vice-Chancellor, SGRR University for information.
3. The Registrar, SGRRU for information.
4. Chief Medical Superintendent for information.
5. Medical Superintendent for information.
6. All HODs for information and vide circulation among faculty members.
7. Respective Committee members for information and necessary action.
8. IT-Head to upload the same in college website.
9. Notice Board, Admin Block, JR Hostel, MBBS Girls & Boys Hostel for information.
10. Record File.

8/1/24

Prof. (Dr) Utkarsh Sharma
Principal

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