



University of the Visual and Performing Arts

JOB DESCRIPTION AND LIST OF DUTIES, RESPONSIBILITIES

Designation:	Chief Proctor
Nature of Appointment:	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.
Appointed by:	Council of the University
Selection By:	Structured interview, on the basis of a marking scheme approved by the University Council.
Attachment:	Proctorial Services Unit
Reported to:	Vice Chancellor
Co-ordination with:	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
Scope of Responsibility:	Undergraduate Students in the University
Staff Management:	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.

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.