



University of the Visual and Performing Arts

JOB DESCRIPTION AND LIST OF DUTIES, RESPONSIBILITIES

Designation:	Deputy Proctor
Nature of Appointment:	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..
Appointed by:	Vice-Chancellor
Selection By:	Based on the recommendation of the respective Dean/ Faculty
Attachment:	Proctorial Services Unit (Faculty-Based Representation under Chief Proctor)
Reported to:	Chief Proctor, Vice Chancellor
Co-ordination with:	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
Scope of Responsibility:	Students of the assigned Faculty, with extended responsibility within University premises and hostels as delegated by the Chief Proctor
Staff Management:	Non-academic staff assigned to faculty-level proctorial duties, if any, under the supervision and direction of the Chief Proctor

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.

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.