

**Dated: - 06-05-2022**

**From the Office of  
Chief Warden**

Meeting schedule:

Date: 04/05/2022

Time: 4:00 PM

Venue: Chief Warden's Office

Agenda:

1. Sports week preparation
2. Review of surprise night checks
3. Fight during cricket practice
4. Review of discipline issues observed during evening outdoor activities and common areas
5. Discussion on preventive measures and code of conduct for sports and recreational events

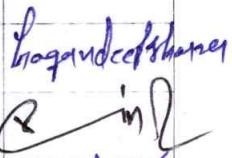
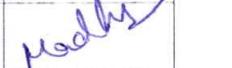
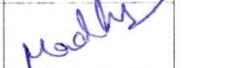
Sd/-  
  
Chief Warden

**Hostel Discipline Committee  
Second Meeting Attendance**

Dated: - 10-05-2022

**From the Office of  
Chief Warden**

Attendance of 2nd meeting held on 10-05-2022 at office of the Chief Warden

S. No	Name	Designation	Responsibility	Mobile No	Signature
1.	Er. Vijay Kumar	Chief Warden	Convenor	9877400262	
2.	Mr. Ranjit Singh	Manager CCIE	Secretary	8872008179	
3.	Mr. Gagandeep Sharma	Warden (Boys Hostel)	Member	8872004737	
4.	Mr. Jarmanjit Singh	Warden (Boys Hostel)	Member	9915240182	
5.	Ms. Madhu Sharma	Warden (Girls Hostel)	Member	8847295690	
6.	Mr. Rahul Sharma	Deputy Controller of Examination	Member	9988964304	
7.	Ms. Trishla Sharma	Assistant Warden (Girls Hostel)	Member	8566945161	

  
Chief Warden

### **Agenda 1: Sports Week Preparation**

- The committee discussed the schedule, venue allocation, and supervision plan for the upcoming Sports Week.
- Emphasis was laid on maintaining discipline during practice sessions and competitive events.
- Members suggested assigning faculty coordinators and wardens for each sport to ensure fair play and crowd management.
- The need for clear instructions to participants regarding conduct and sportsmanship was highlighted.

### **Agenda 2: Review of Surprise Night Checks**

- The committee reviewed reports submitted by wardens regarding surprise night checks conducted over the previous month.
- It was observed that while overall compliance had improved, minor issues such as late returns after practice sessions and use of mobile phones beyond permitted hours were noted.
- Members discussed strengthening the documentation process for night checks to maintain consistency and accountability.

### **Agenda 3: Fight During Cricket Practice**

- The committee examined the report of a fight that occurred during cricket practice between two groups of students.
- The incident was triggered by a disagreement over team selection and alleged unfair play.
- Statements from the students involved and the sports supervisor were reviewed.
- The committee expressed concern that competitive pressure was escalating into aggressive behaviour and emphasized the importance of conflict management during sports activities.

### **Agenda 4: Review of Discipline Issues During Evening Outdoor Activities and Common Areas**

- The committee reviewed observations related to student behaviour in common areas such as the playground, corridors, and recreation spaces during evening hours.
- Instances of loud arguments, overcrowding, and occasional disregard for instructions from wardens were noted.
- Members discussed the need for improved supervision during peak activity hours to prevent escalation of minor issues.



## **Agenda 5: Preventive Measures and Code of Conduct for Sports and Recreational Activities**

- The committee deliberated on introducing a written code of conduct specifically for sports and recreational activities.
- It was proposed that the code should emphasize discipline, respect for teammates and officials, and zero tolerance towards violence or abusive language.
- Members agreed that preventive measures such as pre-event briefings and counselling sessions could reduce future incidents.

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### **Action Taken Report (ATR)**

#### **1. Sports Week Preparation**

- Sports Week schedule finalized and circulated among hostel residents.
- Faculty coordinators and wardens assigned for each sporting event.
- Instructions regarding discipline and sportsmanship displayed on notice boards.

#### **2. Surprise Night Checks**

- Night check reporting format standardized for all wardens.
- Frequency of surprise checks increased, especially on practice and event days.
- Late entry cases to be recorded and reviewed weekly by the Chief Warden.

#### **3. Fight During Cricket Practice**

- Students involved were counselled individually by the committee.
- A warning was issued and recorded in the disciplinary register.
- The concerned students were temporarily suspended from one practice session to reinforce discipline.

#### **4. Discipline During Evening Activities**

- Additional warden supervision assigned during evening outdoor activity hours.
- Clear instructions issued to students regarding acceptable behaviour in common areas.
- Monitoring intensified in identified sensitive zones.

#### **5. Preventive Measures and Code of Conduct**

- A written code of conduct for sports and recreational activities was drafted and approved.
- Pre-sports briefing made mandatory for all participants.
- Counselling and awareness sessions on teamwork and conflict resolution scheduled.

Sd/-   
Chief Warden