



**Hostel Discipline Committee
Circular & Agenda Second
Meeting**

Dated: - 03-04-2023

**From the Office of
Chief Warden**

Meeting schedule:

Date: 07/04/2023

Time: 4:00 PM

Venue: Chief Warden's Office

Agenda:

1. Finalize sports meet schedule
2. Review online complaint dashboard
3. Abusive behaviour in mess queue
4. Review of mess discipline and supervision arrangements
5. Preventive measures for maintaining decorum during peak hours

Sd/-

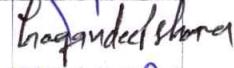
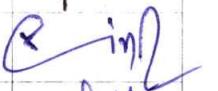
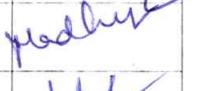
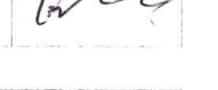

Chief Warden 03/04/2023

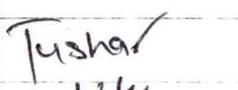
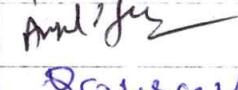
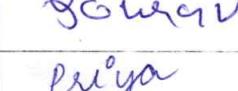
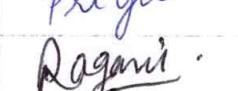
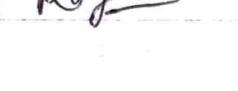
**Hostel Discipline Committee
Second Meeting Attendance**

Dated: - 07-04-2023

**From the Office of
Chief Warden**

Attendance of 2nd meeting held on 07-04-2023 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	

S. No	Name	Designation	Responsibility	Branch	Roll Number	Signature
1	Tushar Raina	Student	Member	B. Pharmacy	2132618	
2	Anshul Sharma	Student	Member	B. Pharmacy	2132533	
3	Sourav Sharma	Student	Member	B. Pharmacy	2132609	
4	Priya kumari	Student	Member	CSE	2233695	
5	Ragani	Student	Member	B. Pharmacy	2132594	


Chief Warden

1. Finalize Sports Meet Schedule

- The proposed sports meet schedule was reviewed.
- Dates were finalized ensuring no clash with academic activities.
- Faculty coordinators were identified for supervision.

2. Review Online Complaint Dashboard

- The Chief Warden reviewed the complaints received through the online dashboard.
- Most complaints were found to be minor and resolved in a timely manner.
- Reduction in repeat complaints was noted.

3. Abusive Behaviour in Mess Queue

- The reported incident of abusive language in the mess queue was discussed.
- The students involved admitted misconduct and were warned.

4. Mess Discipline and Supervision

- The need for increased supervision during peak meal hours was discussed.
- Mess staff and wardens were advised to monitor queues closely.

5. Preventive Measures During Peak Hours

- The committee discussed sensitizing students on respectful behaviour.
- Emphasis was placed on cooperation with mess staff and fellow students.

Action Taken Report (ATR)

1. Sports Meet

- Final sports schedule circulated to all hostels.
- Supervisory duties assigned to faculty and wardens.

2. Online Complaints

- Dashboard monitored regularly by hostel office.
- Complaints addressed within stipulated time.

3. Mess Queue Behaviour

- Warning issued to the students involved.
- Incident recorded in the discipline register.

4. Mess Supervision

- Additional supervision arranged during peak hours.
- Mess staff instructed to report indiscipline immediately.

5. Preventive Measures

- Verbal instructions issued to students regarding queue discipline.
- Notices displayed in the mess area.

Sd/-

Chief Warden
07/04/2023