

Circular

Dated: - 18-01-2024

**From the Office of
Chief Warden**

Subject: Change in the Composition of Hostel Discipline Committee

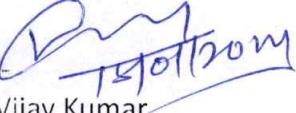
This is to inform all concerned that there has been a **change in the composition of the Hostel Discipline Committee for the academic year 2024–2025** due to administrative arrangements.

Ms. **Madhu Sharma**, who was earlier serving as **Warden, Girls' Hostel** and a member of the Hostel Discipline Committee, has been relieved from the said responsibility.

Ms. **Shruti Parashar** has taken charge as the **Warden, Girls' Hostel** and shall henceforth serve as a **member of the Hostel Discipline Committee** for the tenure **2024–2025**, with immediate effect.

Accordingly, the Hostel Discipline Committee shall function with the revised composition for the academic year 2024–2025.

All committee members are requested to take note of the above change and extend their cooperation for the effective functioning of the committee.

Sd/ 

Er. Vijay Kumar

Chief Warden

Hostels

Copy to:

- Members, Hostel Discipline Committee
- Warden (Boys' Hostel)
- Warden (Girls' Hostel)
- Hostel Office Record
- Notice Boards (Boys' & Girls' Hostels)

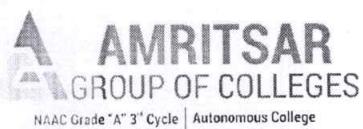
 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College in the Non-Vocational Category (Since 2014) Accredited by UGC</small>	Revised Hostel Discipline Committee <small>Date: - 18-01-24</small>	From the Office of Chief Warden
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S. No	Name	Designation	Responsibility	Mobile No
1.	Er. Vijay Kumar	Chief Warden	Convenor	9877100262
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	991540182
5.	Ms. Shruti Parashar	Warden (Girls Hostel)	Member	8196900399
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
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

Sd/-

 Er. Vijay Kumar
 Chief Warden
 Hostels



NAAC Grade "A" 3rd Cycle | Autonomous College
Under Autonomous Category | (Since 2014) Confirmed by UGC

Hostel Discipline Committee Tentative Schedule of Meetings

Date:- 18-01-24

From the Office of
Chief Warden

Tentative Schedule of Meetings of Hostel Discipline Committee for session Jan 2024-June 2024

Meeting No	Tentative Dates
1	05-02-2024
2	29-04-2024

Note: - This is the tentative schedule of meetings it may change, new dates of meetings may be shared on short notice so all members of the committee requested to be available for the meetings.



Chief Warden

 <p>AMRITSAR GROUP OF COLLEGES</p> <p>NAAC Grade "A" 3rd Cycle Autonomous College (Since 2014) Conferred by UGC</p>	<p>Hostel Discipline Committee Circular & Agenda First Meeting</p>	<p>From the Office of Chief Warden</p>
<p>Dated: - 02-02-2024</p>		

Meeting schedule:

Date: 05/02/2024

Time: 3:00 PM

Venue: Chief Warden's Office

Agenda:

1. Republic Day event review
2. CCTV blind spot correction
3. Food theft complaint from mess

Sd/-
Chief Warden





**Hostel Discipline Committee First
Meeting Minutes & Action Taken
Report**

Dated: - 05-02-2024

**From the Office of
Chief Warden**

Minutes – Meeting 1

- Post event waste handling required improvement.
- CCTV team identified blind zones near staircase.
- Student admitted to taking food without permission; requested leniency citing late practice hours.

ATR – Meeting 1

- Additional CCTV quotation invited.
- Refrigerator entry time log created.

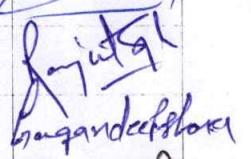
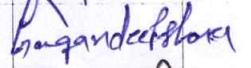
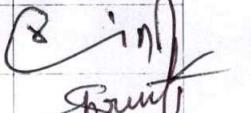
Sd/- 
Chief Warden

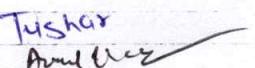
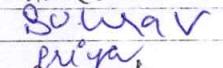
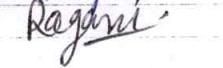
**Hostel Discipline Committee First
Meeting Attendance**

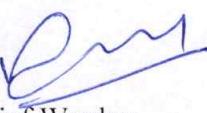
Dated: - 05-02-2024

From the Office of
Chief Warden

Attendance of 1st meeting held on 05-02-2024 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. Shruti Parashar	Warden (Girls Hostel)	Member	8196900399	
6.	Mr. Rahul Sharma	Deputy Controller of Examination	Member	9988964304	
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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



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

Dated: - 03-05-2024

**From the Office of
Chief Warden**

Meeting schedule:

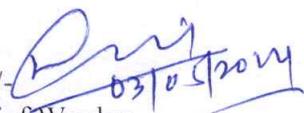
Date: 08/05/2024

Time: 4:00 PM

Venue: Chief Warden's Office

Agenda:

1. Farewell program scheduling
2. Visitor log audit
3. Lapse in gate security system

Sd/-

Chief Warden

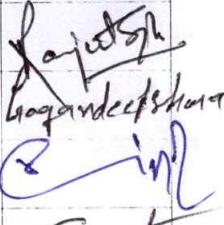
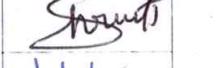
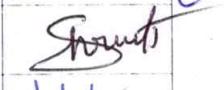


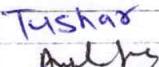
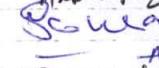
**Hostel Discipline Committee
Second Meeting Attendance**

Dated: - 08-05-2024

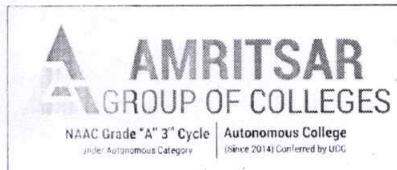
**From the Office of
Chief Warden**

Attendance of 2nd meeting held on 08-05-2024 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	
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4	Priya kumari	Student	Member	CSE	2233693	
5	Ragani	Student	Member	B. Pharmacy	2132594	


Chief Warden



**Hostel Discipline Committee
Second Meeting Minutes & Action
Taken Report**

Dated: - 08-05-2024

**From the Office of
Chief Warden**

Minutes – Meeting 2

- Music cut-off time fixed at 10 PM to prevent disturbance to other blocks.
- Visitor register showed errors in visitor sign-out entries.
- Gate guard failed to check IDs; supervisor accountability flagged.

ATR – Meeting 2

- Visitor verification checklist introduced.
- Guard issued warning memo and sent for retraining.

Sd/-
Chief Warden