

Subject: Circular for Discipline Committee Meeting

Dear Committee Members

This is to inform you that a meeting of the Hostel Discipline Committee has been scheduled as follows:

Date: 16/10/2024

Time: 3:00PM

Venue: Chief Warden

The agenda of the meeting includes the following:

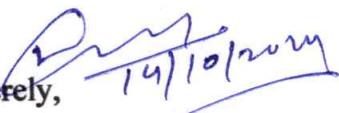
1. Review of recent disciplinary incidents.
2. Actions on previous complaints if any.
3. Discussion on the surprise visit in the hostel both girl's and boy's hostel
4. Discussion on leave from hostel.
5. Any other matters with permission of the Chair.

Your presence is significant; we expect all members to attend the meeting punctually. Kindly confirm your availability by WhatsApp.

For any queries, feel free to contact the Chief Warden.

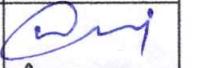
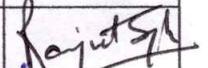
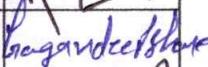
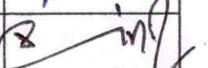
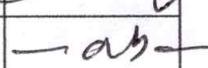
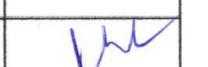
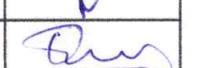
Thank you for your cooperation.

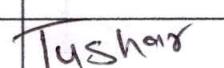
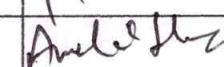
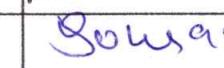
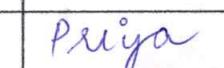
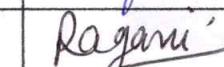
Sincerely,
Er. Vijay Kumar
Chief Warden

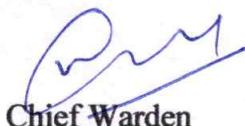


14/10/2024

Attendance of 2nd meeting held on 16-10-2024 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	
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. Review of Recent Disciplinary Incidents

- Discussion:**

The committee reviewed reports of recent disciplinary incidents, including violation of hostel rules, instances of late-night entries, and disturbances caused by loud music. It was noted that the frequency of such incidents had increased, particularly over weekends.

- Decision:**

The committee decided to impose stricter penalties for repeated violations and recommended that wardens reinforce curfew and conduct frequent inspections. Notices will also be issued to residents as a reminder of the rules.

2. Actions on Previous Complaints (if any)

- Discussion:**

Previous complaints regarding unauthorized visitors and misuse of common areas were revisited. It was confirmed that fines had been imposed on the responsible students, and actions were taken to restrict visitor access during curfew hours.

- Decision:**

The committee agreed that additional monitoring is necessary to prevent the recurrence of such incidents. CCTV coverage will be increased, and visitors' logbooks will be reviewed regularly.

3. Discussion on Surprise Visits to the Hostel (Boys' and Girls' Hostel)

- Discussion:**

The committee discussed the proposal for surprise inspections in both boys' and girls' hostels. It was noted that surprise visits could help ensure compliance with hostel rules, especially with regard to curfew and room cleanliness.

- Decision:**

The committee approved the implementation of surprise visits, which will be conducted by wardens and committee members on a rotational basis. The visits will be unannounced, and the results will be reported at the next meeting.

4. Discussion on Leave from Hostel

- Discussion:**

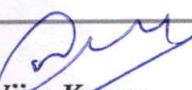
Concerns were raised about the process of students taking leave from the hostel, as some students were found to be leaving without proper authorization.

- Decision:**

The committee decided that all students must submit a written request to the warden for approval before taking leave. Parents will also be notified of any overnight leaves. A stricter policy will be enforced, and students failing to comply will face disciplinary action.

5. Any Other Matters with Permission of the Chair

No other Matter discussed


Er. Vijay Kumar
Chief Warden