

Ref. No. HM/SVSU/2023/3831 (A)

Date: July 12, 2023

**Proctorial Board Committee  
Minutes of the Meeting**

Date: July 12, 2023

Time: 11:00 AM

Venue: Conference Hall, Bhikaji Cama Subharti College of Hotel Management

**Members Present:**

- Ms. Garima Jain Goel (Assistant Professor)– Chairman *Garima*
- Dr. Ankit Srivastava (Assistant Professor)– Member *Ankit*
- Mr. Yajvendra Singh (Assistant Professor)– Member *YS*

The meeting commenced with a welcome address by **Mrs. Garima Jain Goel**, Chairman of the Proctorial Board Committee. The following points were discussed, and resolutions were passed:

**1. Review of Disciplinary Cases from the Previous Quarter**

- Several minor incidents of indiscipline were reported, primarily related to late arrivals and improper dress codes.
- The committee decided to reinforce the attendance and uniform policies, ensuring strict adherence.
- Warnings were issued to repeat offenders, and further violations would lead to parental involvement.

**2. Implementation of New Security Measures on Campus**

- It was agreed that additional security personnel would be deployed at key entry and exit points.
- CCTV surveillance coverage would be extended to less monitored areas such as hostel corridors and cafeteria sections.
- A proposal for biometric attendance for students and staff was discussed and forwarded for administrative approval.

**3. Student Behavioral Guidelines and Awareness Programs**

- A student code of conduct booklet would be distributed at the beginning of each semester to ensure clarity on rules and regulations.
- Monthly discipline and ethics workshops were proposed, with faculty members and guest speakers addressing key issues.
- Digital screens would be used for broadcasting messages on discipline, ethics, and personal responsibility.

**4. Enhancing Student Participation in Maintaining Discipline**

- The board decided to introduce a 'Student Discipline Committee' comprising representatives from each department.
- Peer mentoring programs were suggested, where senior students would guide juniors on behavioral expectations.
- Regular student feedback sessions would be conducted to understand their concerns and address grievances effectively.

**5. Any Other Matters**

- A suggestion box was introduced to allow students to submit anonymous concerns related to disciplinary matters.
- The importance of faculty involvement in ensuring discipline was emphasized, with professors encouraged to take an active role in monitoring behavior.
- The next meeting was scheduled for **January 16, 2024**, to assess the impact of the measures discussed.

The meeting concluded with a vote of thanks by **Mrs. Garima Jain Goel**, reaffirming the committee's commitment to fostering a disciplined and respectful campus environment.

*Dr. Shiv Mohan Verma*  
Head of the Institution

Bhikaji Cama Subharti Institute of Hotel Management  
S.V.S.U., MEERUT

**Dr. Shiv Mohan Verma**

Head of Institution