

Ref. No. HM/SVSU/2024/4319 (A)

Date: July 19, 2024

**Proctorial Board Committee  
Minutes of the Meeting**

Date: July 19, 2024

Time: 11:00 AM

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

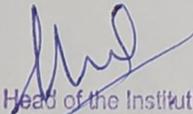
**Members Present:**

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

The meeting began with opening remarks by **Mrs. Garima Jain Goel**, Chairman of the Proctorial Board Committee. The following key issues were discussed, and resolutions were adopted:

1. **Review of Security and Discipline Measures Implemented in 2024**
  - The committee assessed the efficiency of security measures, including CCTV monitoring and entry point verification.
  - It was concluded that additional security personnel would be deployed during peak hours.
2. **Addressing Recent Disciplinary Cases**
  - Several cases of misconduct were reported, and the board decided on appropriate actions, including student counseling and parental intervention where necessary.
  - The committee recommended periodic checks in hostels and classrooms to deter rule violations.
3. **Student Participation in Maintaining Campus Discipline**
  - Student leaders were encouraged to take active roles in fostering discipline.
  - It was decided that a mentorship program involving senior students would be initiated.
4. **Feedback Mechanism and Suggestion Box Review**
  - The feedback collected through the suggestion box was reviewed, and practical solutions were discussed.
  - The committee decided to implement a digital feedback system for ease of access.
5. **Any Other Matters**
  - Plans were made for an upcoming disciplinary seminar, inviting experts in student behavior and ethics.
  - The next meeting was scheduled for early 2025 to assess further progress.

The meeting concluded with a vote of thanks from **Mrs. Garima Jain Goel**, reaffirming the committee's commitment to maintaining discipline at the institution.



Head of the Institution

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

**Dr. Shiv Mohan Verma**

Head of Institution