

Ref. No. HM/SVSU/2024/4108 (B)

Date: January 16, 2024

Proctorial Board Committee  
Minutes of the Meeting

Date: January 16, 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 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. **Follow-up on Previous Meeting Resolutions**

- A review of the previous meeting's action items showed significant progress in implementing disciplinary measures.
- The committee noted an improvement in student behavior, although some areas still required attention.

2. **Addressing Recent Student Disciplinary Concerns**

- Reports were presented regarding incidents of rule violations in hostel premises and classrooms.
- It was decided that strict measures would be enforced, including written warnings and parental involvement for repeat offenders.

3. **Evaluation of Security Measures and Enhancements**

- The board discussed the efficiency of recently installed CCTV cameras and decided to extend surveillance coverage to additional areas.
- Security personnel will undergo additional training to handle student-related disciplinary matters more effectively.

4. **Planning Awareness Sessions on Discipline and Ethical Behavior**

- It was resolved that monthly awareness sessions would be conducted for all students to reinforce institutional values and ethics.
- Senior students and faculty members will collaborate to mentor junior students on discipline.

5. **Any Other Matters**

- The suggestion box feedback was reviewed, and concerns raised by students were discussed.
- The next meeting was scheduled for July 19, 2024, to evaluate the effectiveness of newly implemented measures.

The meeting concluded with a vote of thanks by **Mrs. Garima Jain Goel**, and all members pledged to work towards a disciplined and secure environment at the college.

*[Signature]*  
Head of the Institution

Bhikaji Cama Subharti Institute of Hotel Management

SVSU, MEERUT

Dr. Shiv Mohan Verma  
Head of Institution