



KC Group of Institutes Pandoga, Himachal Pradesh

MINUTES OF MEETING

Polytechnic Department – Committee Formation Meeting (Session 2026)

Date: 02/02/2026

Venue: Principal Office

Time: 03:00 PM

A meeting of the Polytechnic Department staff was held under the chairmanship of the Principal to discuss the formation of departmental committees for the academic session 2025–26.

The Principal emphasized the importance of maintaining discipline, transparency, and proper grievance handling within the institution. Various committees were discussed and responsibilities were assigned to the respective staff members.

Members Present:

1. Er. Abhinandan Sharma – Principal
2. Ms. Vrinda Sharma – H.O.D Applied Science
3. Er. Madhu – H.O.D Computer Science Engineering
4. Er. Hardeep Siani – H.O.D Mechanical Engineering
5. Er. Gaurav – H.O.D Electrical Engineering
6. Er. Deepak – H.O.D Civil Engineering
7. Er. Dhanwant Singh
8. Er. Bhavna Sharma
9. Er. Isha Saini
10. Ms. Meena
11. Ms. Rimpa
12. Ms. Anjali
13. Ms. Priyanka
14. Ms. Divya Thakur

Agenda of the Meeting

- Formation of committees for the academic session 2025–26.
- Assignment of responsibilities to staff members.
- Ensuring proper functioning of grievance and welfare related cells.
- Committees Formed and Responsibilities Assigned

1. Women Harassment Prevention Cell (Women Cell)

Coordinator: Ms. Meena

Member: Ms. Anjali

Member: Ms. Rimpa

Member: Ms. Vrinda Sharma

Responsibilities:

- To address issues related to women harassment in the department.
- To ensure a safe and respectful environment for female students and staff.
- To take necessary action and report serious matters to the Principal.

2. Grievance Redressal Cell

Coordinator: Er. Abhinandan Sharma

Member: Er. Dhanwant Singh

Member: Ms. Bhavna Sharma

Member: Ms. Priyanka

Responsibilities:

- To receive and resolve complaints from students and staff.
- To ensure fair and transparent handling of grievances.
- To submit reports of complaints and actions taken to the Principal.

3. Discipline Committee

Coordinator: Er. Deepak

Members: Er. Gaurav

Members: Ms. Priyanka

Members: Mrs. Meena

Responsibilities:

- To maintain discipline in classrooms, laboratories, and campus premises.
- To monitor student behavior and attendance.
- To take necessary action in case of indiscipline or misconduct.
- To promote a positive and disciplined academic environment in the department.

The Principal instructed all committee members to perform their duties responsibly and ensure that any issue brought before the committee is addressed promptly.

4. Attendance :-

Prepared By :

Er. Madhu

Principal