



KC Group of Institutes Pandoga, Himachal Pradesh

MINUTES OF MEETING

Discipline of Staff and Students

Date: 03/02/2026

Venue: Principal Office

Time: 03:30 PM

Meeting Conducted By: Er. Abhinandan Sharma (Principal)

Attendees :

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

- To discuss the importance of discipline in the college.
- To ensure proper dress code and identity card usage by staff and students.

Minutes of the Meeting

A meeting was conducted by Principal Sir with the faculty members of the Polytechnic Department to discuss the importance of maintaining discipline within the college premises.

During the meeting, Principal Sir emphasized that discipline is a key factor in maintaining a professional and positive academic environment in the institution.

He instructed that all staff members must come to the college in proper discipline, including wearing their official Identity Card (I-Card) at all times during college hours. This helps in maintaining professionalism and proper identification within the campus.

Further, Principal Sir also directed that all students must attend college in their proper uniform along with their I-Cards. Faculty members were advised to monitor students regularly and ensure that the rules regarding uniform and identity cards are strictly followed.

Principal Sir also requested the staff members to guide and motivate students to maintain discipline, respect college rules, and contribute to a positive academic atmosphere.

All faculty members agreed to follow these instructions and ensure proper discipline among both staff and students.

Meeting Conclusion:

The meeting concluded with the understanding that maintaining discipline is the collective responsibility of both staff and students, and everyone must strictly follow the guidelines issued by the Principal.

S.No	Name	Designation	Signature
1	Er. Abhinandan Sharma	Principal	
2	Ms. Vrinda Sharma	H.O.D (A.S)	
3	Er. Madhu	H.O.D (CSE)	
4	Er. Deepak	H.O.D (CE)	
5	Er. Gaurav	H.O.D (EE)	
6	Er. Hardeep Saini	H.O.D (ME)	
7	Ms. Bhavna Sharma	Faculty (CE)	
8	Ms. Meena	Faculty Maths	
9	Er. Isha Saini	Faculty CSE	
10	Ms. Priyanka	Faculty Pharma	
11	Ms. Rimpa	Faculty Pharma	
12	Ms. Diya	Faculty Pharma	
13	Ms. Anjali	Faculty Pharma	

Prepared By:
Er. Madhu
H.O.D. CSE Department

Approved By:
Principal