



KC Group of Institutes Pandoga, Himachal Pradesh

MINUTES OF MEETING

Discipline of Staff and Students

Date: 05/02/2026

Venue: Staff Room

Time: 03:30 PM

Meeting Conducted By: Er. Hardeep Saini (Officiating Principal)

Attendees :

1. Er. Hardeep Siani – H.O.D Mechanical Engineering
2. Ms. Vrinda Sharma – H.O.D Applied Science
3. Er. Madhu – H.O.D Computer Science 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

1. Minimum Student Attendance Requirement
2. Movement of Faculty Outside the Campus

Minutes of the Meeting

A meeting was conducted by the **Officiating principal** with all the faculty members of the **Polytechnic Department** to discuss important academic and administrative matters.

1. Minimum Student Attendance:

Principal Sir informed all staff members that it is **mandatory for every student to maintain a minimum attendance of 75% in all classes** as per institutional and academic guidelines. All faculty members were instructed to **strictly monitor student**

attendance and guide as well as motivate students to attend classes regularly. Faculty should also counsel students who have low attendance and ensure improvement.

2. Gate Pass for Faculty Movement:

Principal Sir clearly instructed that **no faculty member is allowed to leave the campus during working hours without a valid gate pass.** The gate pass must be **approved and signed only by the Campus Director.** All staff members were advised to strictly follow this rule to maintain proper discipline and record within the campus.

Conclusion

The Principal Sir emphasized that all faculty members must **follow these instructions strictly** to maintain discipline and ensure smooth functioning of academic activities.

Attendance

S.No	Name	Designation	Signature
1	Er. Hardeep Saini	H.O.D (ME)	
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	Ms. Bhavna Sharma	Faculty (CE)	
7	Ms. Meena	Faculty Maths	
8	Er. Isha Saini	Faculty CSE	
9	Ms. Priyanka	Faculty Pharma	
10	Ms. Rimpa	Faculty Pharma	
11	Ms. Diya	Faculty Pharma	
12	Ms. Anjali	Faculty Pharma	

Prepared By:

Er. Madhu
H.O.D. CSE Department

Approved By:
Principal