



# KASHI INSTITUTE OF TECHNOLOGY

[NAAC - A grade accredited institution]. ISO 9001:2015 (QUALITY MANAGEMENT SYSTEM)

Managed by: JAIN EDUCATION SOCIETY

E-mail : info@kashilit.ac.in, Website : www.kashilit.ac.in ☎ 1800-123-321-123



Ref. No.: Kashi (IT)/Office Order/2023-24/17

Date: - 14/08/2023

## **OFFICE ORDER**

### **DISCIPLINE COMMITTEE**

Following faculty members are assigned the responsibilities as shown against their names for session 2023-24. They are advised to take over the responsibilities with immediate effect.

S. No.	Name	Department	Responsibility
1.	Dr. Gaurav Sinha	Director	Chairperson
2.	Dr. A.K. Yadav	Dy. Director	Convener
3.	Mr. Amitabh Singh	ME & CE(HoD)	Co-ordinator
4.	Mr. Ashwani Kumar Mishra	EN	Member
5.	Mr. Sashi Bhusan Singh	EC	Member
6.	Mr. Avinash Singh	CSE (HoD)	Member
7.	Dr. Kumar Sonu	ME	Member
8.	Mrs. Archana	EC(HoD)	
8.	Dr. Kumar Abhishek	MBA (HoD)	Member
9.	Dr. Ravi ranjan Kumar Singh	EN	Member
10.	Mr. Anand Kumar Singh	EN	Member
11.	Dr. Rupesh Kumar Singh	ASH(HoD)	Member
12.	Mr. Rishi Singh	MBA	Member
13.	Mr. Ajay Vikram Singh	Sport Incharge	Member

Copy to:-

1. Vice-Chairman
2. Deputy Director
3. Dean Academic
4. Registrar
5. All HODs
6. Administrative Officer
7. Transport In-charge
8. Hostel Warden (Boy's & Girls)
9. Account Officer
10. Security Officer
11. All Notice Board



Address: 23 km Milestone, Varanasi-Prayagraj Road, Mirzamurad, Varanasi- 221307 (U.P.)



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## Discipline Committee

### Minutes of Meetings

Meeting of Discipline committee was organized on 20 Sep, 2023 at 9:30 am in Board Room. Various issues regarding discipline were discussed.

### Agenda for the meetings

- Discipline during college transportation.
- Discipline during Lecture.
- Discipline during lunch time.
- Discipline during Library & Labs.
- Discipline during cultural & sports events.
- Discipline during examination.

### Minutes of the Meeting

1. Everybody was agreed to observe close monitoring during the transportation availed by students, faculty & staff. Members also suggested to assigned discipline duty inside the bus.
2. As per the rule and regulations of the examination cell, all course of action must be conveyed prior to the students.
3. Everybody was agreed to make the volunteers for observing the discipline in sports and cultural events.
4. Members suggested displaying do's and don'ts inside the library.

All members were present in the meeting.

Co-ordinator

Discipline Committee

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## Discipline Committee

### Minutes of Meetings

Meeting of Discipline committee was organized on 15 FEB, 2024 at 11:30 am in Board Room. Various issues regarding discipline were discussed.

### Agenda for the meetings

- To maintain smooth discipline in order to create a good and soothing atmosphere for enhancement of discipline and learning.
- The committee should advice and counsel the students not to indulge themselves in any kind of ragging activities which may spoil their career, character, academics & social life.
- To prevent the student from indulging in any political activities on Institute premises.
- The committee should take the disciplinary legal action against the accused student/person immediately after thorough investigation and their parents may be informed.

### Minutes of the Meeting

1. Everybody was agreed to observe close monitoring during the transportation availed by students, faculty & staff. Members also suggested to assigned discipline duty inside the bus.
2. As per the rule and regulations of the examination cell, all course of action must be conveyed prior to the students.
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Co-ordinator

Discipline Committee