HCST/D.O./COMM/2022/003

Date:13/09/2022

NOTICE

Internal Complaint Committee of the College has been constituted for academic session 2022-23. Members are as follows:-

Sr.	Name	Designation
1.	Dr. Mamta Sharma	Chairperson
2.	Dr. Sandeep Agarwal	Member:
3.	Dr. Vinod Kushwaha	Member -
4.	Dr. Rajesh Kaharwar	Member
5.	Mr. Naveen Saxena	Member
6.	Mr. Tushar Saxena, 3 rd Year, CSE	Member
7.	Mr. Kuldeep Singh, 3 rd Year, CSE	Member
8.	Ms. Piyusha Varshney, 3 ^{ra} Year, IT	Member
	Dr. Anju Jain (Soldier of Society, Agra)	Member

Lh.: (Dr. R. K. Upadhyay) Director

Copy to:

The Vice Chairman-SGI -for kind information
 The Executive Vice President -SGI -for kind information

3. All Deans

4. All HODS

5. All Members

6. Chief Warden

7. All Notice Board

HCST/D.O./COMM/2022/001

Date: 13/09/2022

NOTICE

Anti Ragging Committee of the College has been constituted for academic session 2022-23. Members are as follows:-

Sr.	Name	Designation
1.	Dr. R. K. Upadhyay Director, HCST, Farah, Mathura	Chairperson
2.	S. O. Farah Representatives of Civil and Police Administration	Member
3.	Mr. Vimal Representatives Local Media	Member
4.	Dr. Anju Jain (Soldier of Society, Agra)	Member
5.	Dr. Mamta Sharma Representatives of Faculty members	Member
6.	Mr. Naveen Saxena Parents of Mr. Tushar Saxena, CSE 3 rd Year	Members
7.	Ms. Udita, CSE Second Year	Member
8.	Mr. Kuldeep, CSE, Third Year	Member
9.	Dr. Rajesh Kaharwar Non Teaching Staff	Member

(Dr. R. K. Upadhyay) Director

DIRECTOR

Copy to:

1. The Vice Chairman-SGI

MINDUSTAN COLLEGE OF -for kind information ENCE & TECHNOLOGY

2. The Executive Vice President -SGI -for kind information FARAM, MATHURA

3. All Deans

4. All HODs

5. All Members

6. Chief Warden

7. All Notice Board

YATENDRA KUMAR GUPTA Date: 2023.04.19 12:36:31

Digitally signed by YATENDRA KUMAR

GUPTA

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Mindrestan College of Science & Technology FARAH (MATHURA)

HCST/D.O./COMM/2022/004

Date: 13/09/2022

NOTICE

SC / ST Committee of the College has been constituted for academic session 2022-23. Members are as follows:-

Sr.	Name	Designation
1.	Dr. Suruchi	Chairperson
2.	Mr. Vijay Katta	Member
3.	Mr. Raj Vardhan, Asst. Prof. ME	Member
4.	Mr. Ajeet Singh, Asst. Prof. ECE	Member
5.	Ms. Bhuprabha, Asst. Prof. CSE	Member

(Dr. R. K. Upadhyay) Director

Copy to:

1. The Vice Chairman-SGI

DIRECTOR HINDUSTAN SOLLEGE OF -for kind informationence & TECHNOLOGY

2. The Executive Vice President -SGI -for kind information RADIAN, MACHURA

- 3. All Deans
- 4. All HODs
- 5. All Members
- 6. Chief Warden
- 7. All Notice Board

YATENDRA

Digitally signed by YATENDRA KUMAR GUPTA KUMAR GUPTA Date: 2023.04.19 12:38:44

HCST/D.O./COMM/2022/002

Date: 13/09/2022

NOTICE

Grievance Redressal Committee of the College has been constituted for academic session 2022-23. Members are as follows:-

Sr.	Name	Docionation
1.	Dr. R. K. Upadhyay Director, HCST	Designation Chairperson
2.	Dr. Sandeep Agarwal Dean Students Welfare, HCST	Member
3.	Dr. Shankar Thawkar H.O.D. IT, HCST	Member
4.	Dr. Suruchi H.O.D. Chemistry and Coordinator First Year	Member
5	Tushar Saxena, 3 rd Year, CSE Branch	Member

10. · · (Dr. R. K. Upadhyay) Director

Copy to:

1. The Vice Chairman-SGI

DIRECTOR HINDUSTAN COLLEGE OF

-for kind informationing a TECHNOLOGY 2. The Executive Vice President -SGI -for kind information FARAM, MATHURA

- 4. All HODS
- 5. All Members
- 6. Chief Warden
- 7. All Notice Board

YATENDRA KUMAR **GUPTA**

Digitally signed by YATENDRA KUMAR **GUPTA** Date: 2023.04.19 12:37:12 +05'30'

Students Grievances Redressal Cell Serion 2022-23

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOG STUDENT AFFAIR POINT OF CONTACT CHAP

Sr. no.	Nature of Grievance	Department	CollegeEmail- director.hcst@sgel.org /	Designation			Escalation	T
	1- Admission 2-Payment of fees			Designation	Extn. No.	Mobile no.	duration (in wHr)	Email ID
1 3-Uniform	3-Uniform/i-Card 4-Railway Consession	Registrar office	1- Reception counter of the registrar office	Student Support Desk/Reception Counter	9 / 257	9639005025		registrar.hcst@sgel.org
	6-All types of Bonafide etc	Floor)	nd 2. Mr. Rajesh Kumar Sharma	Assistant Registrar	212		A STATE OF THE PARTY OF	TENED SEED OF DE
	7-Scholarships	ribbiy	3. Dr. Sandeep Agarwal	DSW	206	9639005025		Rajeshkumar, sharma@sg
			4. Dr. R.K. Upadhyay	Director	283	9568006065 7500100047		sandeep.agarwal@sgei.o
2	1-Examinations/Results, Degree Marksheet	COE Office	1. Dr. R.K. Tiwari	COE	225	9568006051		director hcst@sgei.org
		(205, ist Floor)	2. Dr. Sandeep Agarwal	DSW		-		rk.tiwari.hcst@sgei.org
	1-Academic issues		3. Dr. R.K. Upadhyay	Director	206	9568006065		sandeep.agarwal@sgei.o
	2-Punctuality		1. Mr. Vijay Katta		283	7500100047		director.hcst@sgei.org
3	3-Classroom issues	Dean Academic office		Dean Academic	310	7500242277		
	4-Labs issues	(Room No 115, Ground	2. Dr. Sandeep Agarwal	DSW	206			vijay.katta@sgei.org
	5-other academic issues	Floor)	3. Dr. R.K. Upadhyay		206	9568006065		sandeep.agarwai@sgei.o
	1- Médical problem after College hours Hostel Related 2- Mess 8- Food	Pour Unit Ve		Director	283	7500100047		director.hcst@sgei.org
4	Issue(Boys) - Critical 3- Ambulance if required	Boys Hostel(Senior, Junior), Hostel	1. Mr. Atul Kumar Barsalyan	Hostel Warden	219	7251065888		
A. I	Function	Suprintendent's Room#,	2. Dr. Rajesh Kaharwar	Chief warden	-			atul.barsaivan@sgei.org /
		Floor, Address	3. Dr. Sandeep Agarwal	DSW	273	9568006070		rajesh.kaharwar.hcst@sp
	1- Medical problem after College hours		4. Dr. R.K. Upadhyay	Director	206	9568006065		sandeep.agarwal@sgei.o
1	Prostel Related 2- Mess & Food	Girls Hostel(Senior, Junior), Hostel Suprintendent's Room#,	1- Ms. Leela / Shashi	Care Taker	283	7500100047		director.hcst@sgei.org
	Issue(Girls) - Critical 3- Ambulance if required		2- Ms. Deepti Gupta	Hostel Warden	262	7500211177		no mail
1	Function		3- Dr. Rajesh Kaharwar	Chief warden	262	9568013667		deepti.gupta.hcst@sgei.o
-		Floor, Address	4- Dr. Sandeep Agarwal	DSW	273	9568006070		rajesh kaharwar.hcst@sge
		Dean Student Welfare	5-Dr. R.K. Upadhyay	Director	206	9568006065		sandeep.agarwal@sgel.or
1	Discipline, Ragging, Sexual harassment & other issue	office	1- Dr. Sandeep Agarwal/ Dr. Mamta Sharma/		283	7500100047 9568006065	10/	director.hcst@sgei.org
		(Room No 118, Ground	Dr. Suruchi	DSW/WWC	206	9568006055		sandeep.agarwal@sgel.on
	Maintenance Released Electrical	Floor)	2. Dr. R.K. Upadhyay	6:		9568006061		namta.sharma.hcst@sgei
	The related	Room#, Block#	1- Mr. Pramod Kr. Soni	Director	283	7500100047		uruchi.hcst@sgei.org director.hcst@sgei.org
1	Issue Plumbering Fire	Room#, Block#	2-Mr. Sunil Gupta	Asst. Maint. Manager/Electrical Engg.	250	9759061311		ramod soni5@gmail.com
	House Keeping	Admin office, Block#	3. Mr. Rajesh Kumar Sharma	Maintenance Manager	250	9927082616		unil.gupta.hcst@sgei.org
			4- Dr. Sandeep Agarwal	Assistant Registrar DSW	212	9639005025	18	ajeshkumar sharma@sge
			5. Dr. R.K. Upadhyay	Director	205	9568006065	5	andeep.agarwal@sgel.org
1		Room#, Block#	1- Mess / Canteen Mgr.		283	7500100047	d	irector.hcst@sgei.org
	Canteen / Mess Related issue		2. Mr. Rajesh Kumar Sharma	Asst. Manager		XXXXXXX		o mail
			3- Dr. Sandeep Agarwal	Assistant Registrar DSW	212	9639005025		aieshkumar.sharma@sgei
	1- statics		4. Dr. R.K. Upadhyay	Director	206	9568006065	53	ndeep.agarwal@sgei.org
1	2-Issued/Return		1-Mr. Nihal Singh		283	7500100047	d	rector.hcst@sgei.org
Li	ibrary 3-Overall administration in Library		2-Dr. Pramod Kumar Singh	Asst. Librarian	242 87	80888/9639572542	2 ni	hal.singh.hcst@sgel.org
	4-Library Timings	Library, Block #, Room#	3. Mr. Rajesh Kumar Sharma	in-charge-Library	242	9568006057	-	un.chopra.hcst@sgel.org
	5-Upkeep of the Library	1	4. Dr. Sandeep Agarwal	Assistant Registrar	212	9639005025	IR:	iechkumar chasma @anat
	WI-Fi		Dr. R.K. Upadhyay		206	9568006065	in the	ijeshkumar.sharma@sgel.
Computer(Hardward Software)	Viewing of CCTV		- Mr. Anoop Gupta	Director Hole Park	283	7500100047	di	ndeep.agarwal@sgei.org ector.hcst@sgei.org
	omputer(Hardware & Hostel Computer Labs.		- Mr. Kuldeep	Help Desk	209	8958017832		oop.gupta.hcst@sgel.org
	oftware) Any other issue	Computer Admin office,	- Mr. Kapil Chaudhary	Technical support staff	209	9837962638	kı	Ideep.hcst@sgei.org
	, 1330E	Room No213 #, Ist Floor	. Mr. Rajesh Kumar Sharma	IT - Manager	209	9568013672		pil.chaudhary@sgel.org
		5	- Dr. Sandeep Agarwal	Assistant Registrar DSW		9639005025	Ra	ieshkumar,sharma@sgel.org
1		5	. Dr. R.K. Upadhyay	Director		9568006065	in in	ndeep.agarwal@sgei.org
Spe	orts(Sports material, fields etc.)	1	- Dr. Rajesh Kaharwar	Director Physical Education/Chief	283	7500100047	dir	ector.hcst@sgel.org
	, mind etc.)	Sports Affair, Block#	- Dr. Sandeep Agarwal	Warden	273	9568006070		esh.kaharwar.hcst@sgel.o
On A . I	4	3	Pr. R.K. Upadhyay	DSW	206	9568006065		
MAN		15	Ph.::	Director		7500100047	San	deep.agarwal@sgel.org

Director
Hindustan College of
Science & Technology
FARAH (MATHURA)

Date: 30-07-2022

Anti-Ragging Squad

Ragging is a crime punishable under court of law. The institute has taken straight measure to curb the menance of ragging and has had no ragging cases in the past few years. The college has taken the following anti ragging measures:

1. Anti Ragging Squad: Anti Ragging Squads will have vigil overnight and patrolling function. It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots. The squad shall investigate incident of ragging and make recommendations to the Anti-Ragging Committee and shall work under the overall guidance of the said committee. Details of anti-ragging squad are given below:

S.No	Name	Designation	Telephone No.
1	Dr. R.K. Upadhyay	Director	7500100047
2	Dr. M.S. Gaur	Dean (R & D) & HOD-Physics	9568006063
3	Dr. Harendra Singh	Dean Faculty & HOD-Math	9568006060
4	Dr. Sandeep Agarwal	Dean Students Welfare	9568006065
5	Mr. Ajay Parashar	Assistant DSW	9760191946
6	Dr. Mamta Sharma	HOD -Humanities	9568006055
7	Dr. Punnet Mangla	HOD -ME	9568006050
8	Dr.(Mrs.) Suruchi	Coordinator First Year & HOD-Chemistry	9568006061
9	Dr. Munish Khanna	HOD -CS	9690015774
10	Dr. Ajay Sharma	HOD -BT	9412104179
11	Dr. Shankar Thawkar	HOD-IT	9568006052
12	Mr. Anurag Bajpai	HOD-Chemical	9568006059
13	Mr. Sanjay Singh	HOD -EC	8004353734
14	Dr. Richa Kapoor	HOD-EE	9568006067
15,	Mr. Vijay Katta	Assistant Dean Academics	7500242277

Internal Quality Assurance Cell Haduston College of Science & Jochnesoy

16	Mr. Saket Bihari	HOD -Civil	9267373504
17	Dr. Rajesh Kr. Kaharwar	Director-P.E. & Chief Warden	9568006070
18	Mr. Rajesh Kr. Sharma	Assistant Registrar	9639005025
19	Mrs. Deepti Gupta	Warden - Girls Hostel	9568013667
20	Mr. Atul Barsaiyan	Warden - Boys Hostel	8958006661

Approved by IQAC:-

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(Dr. R.K. Upadhyay)
Director

Copy to:

- 1. The Vice Chairman for kind information
- 2. EVP for kind information
- 3. Director for kind information
- 4. All the members of the all committees
- 5. All Deans/HODs/Registrar
- 6. Office Copy

30-07-2022

FLOOR WISE ANTI-RAGGING SQUAD

Following faculty members will carry out anti-ragging duty as mentioned below:

Following squads have been formed under the Anti-Ragging Squads:

(i) Floor Wise Anti-Ragging Squad: The whole college has been divided into floor wise/area wise anti-ragging squad, like G1, G2, F1, S1, S2, T1, T2 and Biotech/Automobile floor, workshop area, Library and Chemical branch building. Each floor/area wise anti-ragging squad is headed by senior faculty member. Four to five faculty members are attached to each floor wise and ragging squad. A guard has been positioned in each floor for patrolling the area marked for him.

Side	or	Head/Incharge	Members
(Med Side)		Dr. M.S.Gaur Dr. Richa Kapoor	 Dr. Sanjeev Kumar- EE Mr. Vineet Kumar - EE Mr. Avnish Singh - EE
(C.S. 4 S-1 (E.C. 5 S-2 (Civitation of the content of the conten	chanical	Dr. Puneet Mangla	 Mr. Anand Poras – ME Mr. Raj Vardhan– ME Mr. Dinesh Kumar– ME Mr. Rakesh Prasad - ME
6 T-1 (Mec Lab. 7 T-2 (1st Coord Side) 8 Work 9 Libra 10 Chem	. Side)	Dr. Mamta Sharma Dr. Munish Khanna Dr. Shankar Thawkar	 Mr. Law Kr. Singh – CS Mr. Kapil Srivatava – CS Mrs. Deepti Mittal – IT Mr. Ajay Raj Parashar – IT
6 T-1 (Mecc Lab. 7 T-2 (1st Coord Side) 8 Work 9 Libra 10 Chem	Side)	Mr. Sanjay Singh Mrs. Rupali Mahajan	 Mr. A. Mukund Lal- EC Mr. Ajeet Singh - EC Mr. Himanshu Prakash Rajput - EC
(Mec Lab. 7 T-2 (1st Coord Side) 8 Work 9 Libra 10 Chem	il Side)	Mr. Saket Bihari	 Mr. Kuldeep - Civil Mr. Rohit Maurya - Civil Mr. Anil Kumar - Civil
(1st Coord Side) 8 Work 9 Libra	chanical Side)	Dr. Yudhisthir Singh	 Dr. Vinod Kushwah - Physics Dr. Pramod Kumar Singh - Physics
9 Libra	Year dinator	Dr. Suruchi	 Dr. Hemant Lal Karna- Chemistry Dr. M P Singh – Math Dr. Keshav Dev – English
Libra 10 Chem	shop Area	Mr. Rakesh Prasad	 Mr. Durvesh Jadon – ME Mr. Shyam Kumar – ME
	ry	Dr. Pramod Kumar Singh (In-charge Library)	 Mr. Nihal Singh – Library Mr. Rautan Singh- Library Mr. Ajeet Singh- Library
Biote	nical Engg. building) ch.	Mr. Anurag Bajpai (HOD-Chem.) Dr. Ajay Kumar Sharma (HOD-BT)	 Mr. Lalit Bhagel – Chemical Mr. Sandeep Verma – Chemical Mr. Vipin Kumar – BT Ms. Shivi Sharma - BT

(VAV)

(ii) Lt. Dr. Rajesh K. Kaharwar (Chief Warden) will be the In-Charge of Hostel Anti –Ragging Squad

Hostel Area Anti-ragging Squad: There is a separate hostel for first year students. It will be manned 24 hrs by hostel superintendent (Manager) and guards.

(A) In the morning at 9.50 AM and after classes at 5.00 PM following faculty members residing in the campus will escorts the 1st year students.

For Girls Students	For Boys Students
Mrs. Deepti Gupta	Mr. Atul Barsaiyan

Whole Day	All Wardens	Sunday

(B) Further, after classes hours from 5.00 PM to 12.00 AM, it will also be manned by the faculty members and wardens.

Time

5.00 PM to 12.00 AM	Boys Hostel	 Mr. Kapil Gupta (N Dr. Ajay Sharma (' Mr. Vijay Katta (F 	Tues. & Thurs.)
	Girls Hostel	Mrs. Deepti Gupta (Mon, Wed, Fri)	Ms. Mamta (Biotech) Dr. Mukti Riccharya (Tue,Thu,Sat)

- (iii) Monitoring Cell on Ragging: Anti-Ragging Committee/Discipline Committee will monitor the ragging in the college
- Discipline Committee: A Discipline Committee has been constituted and this is the highest authority in taking final decisions. Details of Committee are given below.

S.No.	Name	Department	Position
1	Dr. (Mrs.) Mamta Sharma	HOD- Humanities	Chairperson
2	Dr. Sandeep Agarwal	DSW	Member Secretary
3	Dr. Puneet Mangla	HOD-Mechanical	Member
4	Mr. Anurag Bajpai	HOD-Chemical	Member
5	Dr. Rajesh Kr. Kaharwar	Director-PE	Member
6	Mr. Ajay Raj Parashar	Assistant DSW	Member
7	Concerned HOD	_	Invitee members

- 2. First year students residing in the separate hostel block and strictly monitored by the Warden, security guards and staff.
- 3. First year students have classes in third floor, while the other students are having classes in ground, first & second floor. Third floor is totally isolated and has only one opening for the students/staff to enter. It will be manned by two guards during college hours. During lunch hours, hostel students will be accompanied by the faculty members to the hostel. Also, when the college is over, the students will be accompanied by faculty members to the hostels and to the bus stand.
- 4. Teacher accompanying the students in the buses will monitor the ragging menance in the bus as well in and around bus stops.
- 5. CCTV's are being fitted in the college at important places.
- 6. Poster stressing upon ragging as a crime and severe punishments to those indulging in ragging activities are being put up all on the institute and hostel areas.
- 7. Daily in the first lecturer faculty members will talk to the students regarding the consequences of ragging and admonishes them to refrain from ragging.

Approved by IQAC:-

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Copy to:

The Vice Chairman – for kind information
 EVP – for kind information

3. Director - for kind information

4. All the members of the all committees

5. All Deans/HODs/Registrar

6. Office Copy

Hindustan College of Science & Technology FARAH (MATHURA)

(Dr. R.K. Upadhyay)

Director

30.07.2022

DISCIPLINE COMMITTEE

A Discipline Committee of the college is hereby constituted. The committee will comprise the following:-

1. Dr.(Mrs.) Mamta Sharma, HOD-Humanities Chairperson

Dr. Sandeep Agarwal – DSW
 Member Secretary

3. Dr. Puneet Mangla, HOD-Mechanical Member

4. Mr. Anurag Bajpai- HOD-Chemical Member

5. Mr. Ajay Raj Parashar – Asstt. DSW Member

6. Lt. (Dr.) Rajesh Kr. Kaharwar- Chief Warden Member

7. Concerned HOD's Invited members

The Duties of the DSW will be to organize the discipline committee meeting and shall record the proceeding in writing of the DC meeting. The Committee shall decide the quantum of punishment imposed on the students and shall submit the same for the Director's approval. The Committee have right to call any body inside and outside the college including the parents, faculty and staff members in connection with investigation of complaints received. DSW will coordinate with director for all issues related to discipline.

Approved by IQAC:-

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(Dr. R.K. Upadhyay) Director

Copy to:

- 1. The Vice Chairman for kind information.
- 2. Director- for kind information.
- 3. All the members of the Committee.
- 4. All Deans/HODs/Registrar.

Date: 30.07.2022

PROCTORIAL BOARD

The proctorial board is responsible for maintaining discipline in the college. Although all staff members of this college are Proctors, yet some of them are especially appointed for this purpose. The proctorial board is ensured with the following responsibilities

- 1. Maintaining the discipline.
- 2. Keeping an eye on the general moral behavior of the students.
- 3. Discouraging smoking, use of narcotics and carrying arms on the campus.
- Putting a check on the attempts to disrupt the peaceful atmosphere of the college by indulging in any sort of indiscipline, such as raising slogans, shouting in corridors, quarreling etc.
- 5. Ensuring security of college property, checking trespassing etc.
- Checking any misbehavior on part of students in their dealings among themselves and with teachers or other staff of the college.
- 7. Preventing students from indulging in political activities of any sort on the campus or showing their political affiliations by displaying badges of student federations etc.
- 8. Ensuring that each student wears his ID card during his stay in the college premises.
- 9. Ensuring that each student is in proper uniform.

A Proctorial Board of the college is hereby constituted. The committee will comprise the following:-

S.No	Name	Designation	Mobile No.
1	Dr. Sandeep Agrawal	Dean, Students Welfare	9568006065
2	Dr. M.S.Gaur	Dean R&D	9568006063
3	Dr. Harendra Singh	Dean Faculty	9568006060
4	Mr. Vijay Katta	Dean Academics	7500242277

		2	
5	Dr. Mamta Sharma	HOD- Humanities	9568006055
6	Dr. Puneet Mangla	HOD – ME	9568006050
7	Dr. Shankar Thawkar	HOD-IT	9897634307
8	Dr. Munish Khanna	HOD-CS	9690015773
9	Dr. Richa Kapoor	HOD - EE	9568006067
10	Dr. Ajay Kumar Sharma	HOD- BT	9412104179
11	Mr. Anurag Bajipai	HOD-Chemical	9568006059
12	Mr. Sanjay Singh	HOD-EC	8004353734
13	Mr. Saket Bihari	HOD-Civil	9267373504
14	Mr. Kapil Gupta	Associate Prof ME	9568006064
15	Mrs. Deepti Mittal	Dy. HOD-IT	9368071835
16	Mr. Law Kumar Singh	Dy. HOD-CS	9760386496
17	Dr. Sanjeev Kumar	Dy. HOD-EE	8439051644
18	Mr. Vipin Kumar	Dy. HOD-BT	9454712850
19	Mr. Sandeep verma	Dy. HOD-CH	7895308967
20	Mrs. Rupali Mahajan	Dy. HOD-EC	9457059900
21	Mr. Rohit Maurya	Dy. HOD-CE	9897042913
22	Dr. Rajesh Kaharwar	Director-PE & Chief Warden	9568006070
23	Dr. Keshav Dev	Assistant. ProfHumanities	9412558688

24	Mr. Atul Barsaiyan	Warden Boys Hostel	7251065888
25	Mrs. Deepti Gupta	Warden Girls Hostel	9568013667

The board shall be responsible to maintain discipline among the students at all levels i.e. class rooms, hostel, canteen, play ground and college buses etc. The board shall meet at least once in a week in the Director's office to review the discipline among the students. Complaint about the indiscipline behavior of the student shall be forwarded to the DSW office for necessary action.

Approved by IQAC:-

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Internal Quality Assurance Cell
Internal College of Science & Technology
Faran, Marhura

(Dr. R.K. Upadhyay) Director

Copy to:

- 1. The Vice Chairman for kind information
- 2. Director- for kind information
- 3. All the members of the Proctorial Board
- 4. All Deans/HODs/Registrar
- 5. Office Copy

HCST/DIR/2022

Dt. 26th May 2022

CIRCULAR

In view of the office order dated 04-10-2021, the proctorial board is responsible for maintaining discipline in the college. Although all staff members of this college are Proctors, yet some of them are especially appointed for this purpose. The proctorial board is ensured with the following responsibilities for maintaining academic ambience in the campus.

- 1. Maintaining the discipline.
- 2. Keeping an eye on the general moral behavior of the students.
- 3. Discouraging smoking, use of narcotics and carrying arms on the campus.
- 4. Putting a check on the attempts to disrupt the peaceful atmosphere of the college by indulging in any sort of indiscipline, such as raising slogans, shouting in corridors, quarreling etc.
- 5. Ensuring security of college property, checking trespassing etc.
- 6. Checking any misbehavior on part of students in their dealings among themselves and with teachers or other staff of the college.
- 7. Preventing students from indulging in political activities of any sort on the campus or showing their political affiliations by displaying badges of student federations etc.
- 8. Ensuring that each student wears his ID card during his stay in the college premises.
- 9. Ensuring that each student is in proper uniform.

S.No	Name	Designation
1	Dr. Sandeep Agarwal	Dean Students Welfare
2	Dr. M.S. Gaur	Dean (R&D)/HOD-Physics
3	Mr. Vijay S. Katta	Asst. Dean Academics
4	Dr. Ajay Kumar Sharma	HOD-BT
5	Dr. Puneet Mangla	HOD-ME
6	Dr. Munish Khanna	HOD-CSE
7	Dr. Shankar Thawkar	HOD-IT

3	Dr. Richa Kapoor	HOD – EE
9	Mr. Anurag Bajpai	HOD-Chemical Engg
0	Mr. Saket Bihari	HOD-Civil Engg
1	Mr. Sanjay Singh	HOD-ECE
2	Dr. Nishant Kr. Singh	Dy. HOD-ME
3	Mr. Law Kumar Singh	Dy. HOD-CSE
14	Mrs. Deepti Mittal	Dy. HOD-IT
15	Mrs. Rupali Mahajan	Dy. HOD-ECE
16	Mr. Kapil Gupta	Associate Professor-ME
17	Dr. Keshav Dev	Assistant Professor –Humanities Dept
18	Mr. Rakesh Prasad	Assistant Professor -ME
19	Dr. Rajesh Kaharwar	Director-PE & Chief Warden

The board shall be responsible to maintain discipline among the students at all levels i.e. class rooms, hostel, canteen, play ground and college buses etc. The board shall meet at least once in a week in the Director's office to review the discipline among the students. Complaint about the indiscipline behavior of the student shall be forwarded to the DSW office for necessary action.

(Dr. R.K. Upadhyay) Director

Copy to:

1. The Vice Chairman, SGI

- for kind information

2. The Executive Director, SGI

- for kind information

3. All Deans/HODs/Registrar

- 4. All the members of the Proctorial Board
- 5. Chief Warden/ All Wardens
- 6. Office Copy

Hindustan College of Science & Technology

Farah (Mathura)

HCST/DO/2022

Dt. 11th July 2022

CIRCULAR

"Women Welfare Cell" of Hindustan College of Science & Technology has been reconstituted for the Session 2022-23.

The nominated office bearers of the committee are as follows:

1	Dr Mamta Sharma	Chairperson
2	Dr Suruchi	Vice Chairperson
3	Dr Richa Kapoor	Member
4	Dr Mukti Ricchariya	Member
5	Mrs Deepti Mittal	Member
6	Mrs Deepti Gupta	Warden, Girls Hostel
7	Mrs Geeta Gupta	Member
8	Ms Shivi Sharma	Member
9	Ms Piyusha Varshney (III year IT)	Student Representative
10	Ms Vashnavi Gautam (III year CSE)	Student Representative
11	Ms Mansi Verma (II year CSE)	Student Representative

Copy to:-

- · Executive Vice President, SGI- for kind information
- All Deans
- Co-ordinators
- All HODs for circulation among all concerned
- COE
- Director Physical Edu/Chief Warden
- Asst. Registrar
- HR Offices
- Accounts Office
- Office copy