 AMRITSAR COLLEGE OF ENGINEERING & TECHNOLOGY <small>AUTONOMOUS COLLEGE NBA & NAAC Accredited</small>	Circular	NSS WING
	Ref No. ACC/NSS/2020/08/10	

Date: 10-08-2020

Meeting of the NSS Coordinator Committee Members has been scheduled as follows:

Date: 12 August 2020

Time: 03:00 PM


Venue: Conference Room (Placement Cell)

Agenda:

- Meeting with NSS Student Committee Members.
- File Maintaining
- Discussion on Upcoming Event
- Duties
- Arrangements
- Budget
- Web Page Updating
- Next Meeting




Er. Shivani Sharma
NSS Coordinator

 AMRITSAR COLLEGE OF ENGINEERING & TECHNOLOGY <small>AUTONOMOUS COLLEGE NBA & NAAC Accredited</small>	Attendance of Meeting	NSS WING
	Ref No. <u>ACET/NSS/2020/08/12</u>	

Date: 12/08/2020

S.No	Name	Designation	Signature
1	Dr. Gurjeet Singh	Dean, Student Affairs	<i>Gurjeet Singh</i>
2	Er. Shivani Sharma	Coordinator, CSE	<i>Shivani Sharma</i>
3	Er. Rajinder Pratap Singh	Coordinator, ME	<i>Rajinder Singh</i>
4	Mr. Chetan Verma	Coordinator, EE	<i>Chetan Verma</i>
5	Ms. Shikha Sharma	Coordinator, DCA	<i>Shikha Sharma</i>
6	Ms. Rashmeet Kaur	Coordinator, Applied Sciences	<i>Rashmeet Kaur</i>
7	Ms. Simranpreet Kaur	Coordinator, BBA	<i>Simranpreet Kaur</i>
8	Mr. Kartik Arora	Coordinator, CE	<i>Kartik Arora</i>
9	Ms. Harpreet Kaur	Coordinator, MBA	AB
10	Ms. Pardeep Kaur	Coordinator, BSc. Agriculture	AB
11	Ms. Ishita Mahajan	Coordinator, FD	AB
12	Mr. Shibkaran Singh	Coordinator, BHMCT	AB

Shivani Sharma
Er. Shivani Sharma
NSS Coordinator

 AMRITSAR COLLEGE OF ENGINEERING & TECHNOLOGY <small>AUTONOMOUS COLLEGE NBA & NAAC Accredited</small>	Minutes of Meeting	NSS WING
	Ref No. ACET/NSS/2020/08/12	

Date:12.08.2020

Meeting Date & Time	12-Aug-2020/3:00P.M	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	12-Aug-2020	Meeting Chair	Er. Shivani Sharma (NSS Coordinator)
MoM Drafted by	Mr. Chetan Verma	Meeting Title	Weekly Meeting with NSS Committee Members

Attendees	Absentees
Dr. Gurjeet Singh	Ms. Harpreet Kaur
Er. Shivani Sharma	Ms. Pardeep Kaur
Er. Rajinder Pratap Singh	Ms. Ishita Mahajan
Mr. Chetan Verma	Mr. Shibkaran Singh
Ms. Shikha Sharma	
Ms. Rashmeet Kaur	
Ms. Simranpreet Kaur	
Mr. Kartik Arora	

Sr No.	Agenda	Discussion	Responsibility	Deadline
1.	Discussion on Upcoming Event	Online discussion is on Seminar on Covid-19 Awareness	NSS Co-Ordinator	12 th August, 2020
2.	Duties	Provide the Duty chart for Seminar on Covid-19 Awareness	NSS Co-Ordinator	12 th August, 2020
3.	Arrangements	Discussion about the arrangements of Seminar on Covid-19 Awareness	NSS Co-Ordinator	12 th August, 2020
4.	Budget	Prepare the Budget for Seminar on Covid-19 Awareness	NSS Co-Ordinator	12 th August, 2020
5.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	16 th August, 2020
6.	Purpose Date of Next Meeting	Next meeting with NSS Co-Ordinators	NSS Co-Ordinator	20 th January, 2021 @ 3:00 PM



Er. Shivani Sharma
NSS Coordinator