

 <p><b>AMRITSAR COLLEGE</b> OF ENGINEERING &amp; TECHNOLOGY AUTONOMOUS COLLEGE   NBA &amp; NAAC Accredited</p>	<p><b>Circular</b></p>	<p><b>NSS WING</b></p>
	<p>Ref No. AGC/ NSS/ 2020/08/10</p>	

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

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

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 Pratap 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	<i>Harpreet Kaur</i>
10	Ms. Pardeep Kaur	Coordinator, BSc. Agriculture	<i>Pardeep Kaur</i>
11	Ms. Ishita Mahajan	Coordinator, FD	<i>Ishita Mahajan</i>
12	Mr. Shibkaran Singh	Coordinator, BHMCT	<i>Shibkaran Singh</i>

*Shivani Sharma*  
**Er. Shivani Sharma**  
 NSS Coordinator

## Minutes of Meeting

Ref No. ACET/NSS/2020/08/12

**NSS WING**

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 <sup>th</sup> August,2020
2.	Duties	Provide the Duty chart for Seminar on Covid-19 Awareness	NSS Co-Ordinator	12 <sup>th</sup> August ,2020
3.	Arrangements	Discussion about the arrangements of Seminar on Covid-19 Awareness	NSS Co-Ordinator	12 <sup>th</sup> August, 2020
4.	Budget	Prepare the Budget for Seminar on Covid-19 Awareness	NSS Co-Ordinator	12 <sup>th</sup> August ,2020
5.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	16 <sup>th</sup> August, 2020
6.	Purpose Date of Next Meeting	Next meeting with NSS Co-Ordinators	NSS Co-Ordinator	20 <sup>th</sup> January,2021 @ 3:00 PM



Er. Shivani Sharma  
NSS Coordinator