

 AMRITSAR COLLEGE OF ENGINEERING & TECHNOLOGY AUTONOMOUS COLLEGE NBA & NAAC Accredited	Circular Ref No. AGCET NSS/2021/01/18	NSS WING
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Date: 18-01-2021

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

Date: 20 January 2021

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. ACET/NSS/2020/01/20	

Date: 20/01/2021

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



Er. Shivani Sharma
NSS Coordinator

 AMRITSAR COLLEGE OF ENGINEERING & TECHNOLOGY AUTONOMOUS COLLEGE NBA & NAAC Accredited	Minutes of Meeting Ref No. ACET/NSS/2020/01/20	NSS WING
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Date: 20.01.2021

Meeting Date & Time	20-Jan-2021/3:00P.M	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	20-Jan-2021	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. Shikha Sharma
Er. Shivani Sharma	Er. Rajinder Pratap Singh
Mr. Chetan Verma	Ms. Simranpreet Kaur
Ms. Harpreet Kaur	
Ms. Ishita Mahajan	
Ms. Pardeep Kaur	
Mr. Shibkaran Singh	
Ms. Rashmeet Kaur	
Mr. Kartik Arora	

Sr No.	Agenda	Discussion	Responsibility	Deadline
1.	Discussion on Upcoming Event	Republic Day	NSS Co-Ordinator	26 th January,2021
2.	Duties	Assign the duties for Republic Day	NSS Co-Ordinator	24 th January,2021
3.	Arrangements	Discussion about the arrangements of Republic Day	NSS Co-Ordinator	24 th January,2021
4.	Budget	Prepare the Budget for Republic Day	NSS Co-Ordinator	24 th January,2021
5.	Web Page Updating	Update the event related photos on the social media & press coverage.	NSS Co-Ordinator	27 th January,2021
6.	Purpose Date of Next Meeting	Next meeting with NSS Co-Ordinators	NSS Co-Ordinator	10 th March,2021 @ 3:00 PM



Er. Shivani Sharma
NSS Coordinator