

 AMRITSAR COLLEGE OF ENGINEERING & TECHNOLOGY AUTONOMOUS COLLEGE NBA & NAAC Accredited	Circular Ref No. ACEY NSS/2021/03/08	NSS WING
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Date: 08-03-2021

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

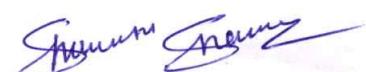
Date: 10 March 2021

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

 <p>AMRITSAR COLLEGE OF ENGINEERING & TECHNOLOGY AUTONOMOUS COLLEGE IN NBA & NAAC Accredited</p>	<p>Attendance of Meeting</p>	<p>NSS WING</p>
	<p>Ref No. ACET/NSS/2021/03/10</p>	

Date: 10/03/2021

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

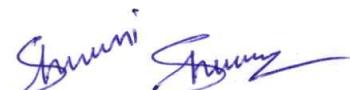
 AMRITSAR COLLEGE OF ENGINEERING & TECHNOLOGY AUTONOMOUS COLLEGE NBA & NAAC Accredited	Minutes of Meeting Ref No. ACET/NSS/2021/03/10	NSS WING
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Date:10.03.2021

Meeting Date & Time	10-Mar-2021/12:00P.M	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	10-Mar-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. Ishita Mahajan
Er. Shivani Sharma	
Er. Rajinder Pratap Singh	
Mr. Chetan Verma	
Ms. Harpreet Kaur	
Ms. Shikha Sharma	
Ms. Simranpreet Kaur	
Ms. Pardeep Kaur	
Mr. Shibkaran Singh	
Mr. Kartik Arora	
Ms. Rashmeet Kaur	

Sr No.	Agenda	Discussion	Responsibility	Deadline
1.	File Maintaining	Assign the responsibility to Coordinators to guide the Volunteers how to prepare the previous files	NSS Co-Ordinator	10 th March,2021
2.	Upcoming Event	Discussion on the Seminar on India's Freedom struggle	NSS Co-Ordinator	12 th March,2021
3.	Budget	Prepare the budget for the seminar.	NSS Co-Ordinator	10 th March,2021
4.	Arrangements	Discussion about the arrangements of Seminar	NSS Co-Ordinator	10 th March,2021
5.	Duties	Assign the duties to the volunteers for performing various task on the seminar day.	NSS Co-Ordinator	10 th March,2021
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	15 th March,2021
7.	Purpose Date of Next Meeting	Next meeting with NSS Coordinators	NSS Co-Ordinator	02 nd June,2021 @ 03:00 PM



Er. Shivani Sharma
NSS Coordinator