 <b>AMRITSAR COLLEGE</b> OF ENGINEERING & TECHNOLOGY <small>AUTONOMOUS COLLEGE   NBA &amp; NAAC Accredited</small>	<b>Circular</b>	<b>NSS WING</b>
	Ref No. ACE/NSS <u>2021/03/08</u>	

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

 <b>AMRITSAR COLLEGE</b> OF ENGINEERING & TECHNOLOGY <small>AUTONOMOUS COLLEGE   NBA &amp; NAAC Accredited</small>	<b>Attendance of Meeting</b>	<b>NSS WING</b>
	Ref No. <u>ACET/NSS/2021/03/10</u>	

Date: 10/03/2021

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

*Shivani Sharma*  
Er. Shivani Sharma  
NSS Coordinator

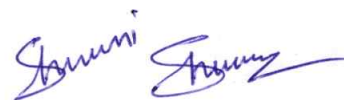
 <b>AMRITSAR COLLEGE</b> OF ENGINEERING & TECHNOLOGY <small>AUTONOMOUS COLLEGE   NBA &amp; NAAC Accredited</small>	<b>Minutes of Meeting</b>	<b>NSS WING</b>
	Ref No. ACET/NSS/2021/03/10	

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 <sup>th</sup> March,2021
2.	Upcoming Event	Discussion on the Seminar on India's Freedom struggle	NSS Co-Ordinator	12 <sup>th</sup> March,2021
3.	Budget	Prepare the budget for the seminar.	NSS Co-Ordinator	10 <sup>th</sup> March,2021
4.	Arrangements	Discussion about the arrangements of Seminar	NSS Co-Ordinator	10 <sup>th</sup> March,2021
5.	Duties	Assign the duties to the volunteers for performing various task on the seminar day.	NSS Co-Ordinator	10 <sup>th</sup> March,2021
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	15 <sup>th</sup> March,2021
7.	Purpose Date of Next Meeting	Next meeting with NSS Coordinators	NSS Co-Ordinator	02 <sup>nd</sup> June,2021 @ 03:00 PM



Er. Shivani Sharma  
NSS Coordinator