 AMRITSAR COLLEGE OF ENGINEERING & TECHNOLOGY <small>AUTONOMOUS COLLEGE NBA & NAAC Accredited</small>	Circular	NSS WING
	Ref No. AGET/NSS/2021/05/31	

Date: 31-05-2021

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


Date: 02 June 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

Attendance of Meeting


NSS WING

Ref No. ACET/NSS/2021/06/02

Date: 02/06/2021

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

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/2021/06/02	

Date:02.06.2021

Meeting Date & Time	02-June-2021/03:00P.M	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	02-June-2021	Meeting Chair	Dr. Gurjeet Singh (Dean Students' Affair)
MoM Drafted by	Mr. Chetan Verma	Meeting Title	Weekly Meeting with NSS Committee Members

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

Sr No.	Agenda	Discussion	Responsibility	Deadline
1.	File Maintaining	Guide to Volunteers how to Prepare the File	NSS Co-Ordinator	10 th June,2021 & 30 th June,2021
2.	Upcoming Event	Discussion on Tree Plantation - Webinar on "World Environment Day" & "International Yoga Day Celebration"	NSS Co-Ordinator	04 th June 2021 & 21 st June,2021
3.	Budget	Prepare the budget for the seminar.	NSS Co-Ordinator	02 nd June,2021
4.	Arrangements	Discussion about the arrangements of Seminar.	NSS Co-Ordinator	02 nd June,2021
5.	Duties	Assign the duties to the volunteers for performing various task on the seminar day.	NSS Co-Ordinator	02 nd June,2021
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	04 th June 2021 & 21 st June,2021
7.	Purpose Date of Next Meeting	Next meeting with NSS Coordinators	NSS Co-Ordinator	21 st January,2022 @ 3:00 PM


 Er. Shivani Sharma
 NSS Coordinator