

 <p>AMRITSAR GROUP OF COLLEGES ENGINEERING PHARMACY LAW</p>	<p>Circular</p>	<p>NSS WING</p>
	<p>Ref No. AGC/NSS <u>12022/06/15</u></p>	

Date: 15-06-2022

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

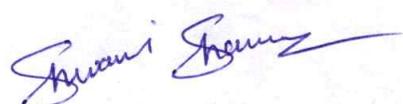
Date: 17 June 2022

Time: 03:00 PM

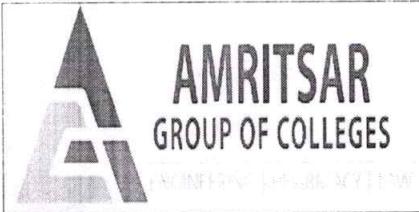
Venue: Conference Room (Placement Cell)

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. AGC/NSS/2022/06/17

Date: 17/06/2022

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

Shivani Sharma

Er. Shivani Sharma
NSS Coordinator

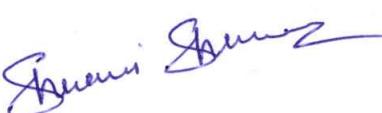


Date: 17.06.2022

Meeting Date & Time	17-June-2022/03:00P.M	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	17-June-2022	Meeting Chair	Er. Shivani Sharma (NSS Coordinator)
MoM Drafted by	Er. Shivani Sharma	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	Guide to Volunteers how to Prepare the File	NSS Co-Ordinator	30 th June,2022
2.	Upcoming Event	Discussion on Yoga Day.	NSS Co-Ordinator	21 st June,2022
3.	Budget	Prepare the budget for the seminar.	NSS Co-Ordinator	17 th June,2022
4.	Arrangements	Discussion about the arrangements of Seminar	NSS Co-Ordinator	17 th June,2022
5.	Duties	Assign the duties to the volunteers for performing various task on the seminar day.	NSS Co-Ordinator	17 th June,2022
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	22 nd June,2022
7.	Purpose Date of Next Meeting	Next meeting with NSS Coordinators	NSS Co-Ordinator	12 th August,2022 @03:00pm


Er. Shivani Sharma
NSS Coordinator