 AMRITSAR GROUP OF COLLEGES <small>ENGINEERING PHARMACY LAW</small>	Circular	NSS WING
	Ref No. AGC/NSS <u>2022/06/15</u>	

Date: 15-06-2022

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

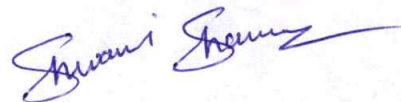
Date: 17 June 2022

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

 AMRITSAR GROUP OF COLLEGES	Attendance of Meeting	NSS WING
	Ref No. <u>AGC/NSS/2022/06/17</u>	

Date: 17/06/2022

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</i>
4	Mr. Chetan Verma	Coordinator, EE	<i>Chetan</i>
5	Ms. Shikha Sharma	Coordinator, DCA	<i>Shikha</i>
6	Ms. Rashmeet Kaur	Coordinator, Applied Sciences	<i>Rashmeet</i>
7	Ms. Simranpreet Kaur	Coordinator, BBA	<i>Simran Kaur</i>
8	Mr. Kartik Arora	Coordinator, CE	<i>Kartik</i>
9	Ms. Harpreet Kaur	Coordinator, MBA	<i>Harpreet Kaur</i>
10	Ms. Pardeep Kaur	Coordinator, BSc. Agriculture	<i>Pardeep</i>
11	Ms. Ishita Mahajan	Coordinator, FD	<i>Ishita</i>
12	Mr. Shibkaran Singh	Coordinator, BHMCT	<i>Shibkaran</i>

Shivani Sharma
 Er. Shivani Sharma
 NSS Coordinator



AMRITSAR
GROUP OF COLLEGES

Minutes of Meeting

Ref No. AGC/NSS/2022/06/17

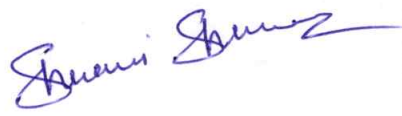
NSS WING

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