 <b>AMRITSAR</b> GROUP OF COLLEGES	<b>Circular</b>	<b>NSS WING</b>
	Ref No. AGC/NSS/2022/08/10	

Date: 10-08-2022

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

Date: 12 August 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

*Shivani Sharma*


Er. Shivani Sharma  
NSS Coordinator

 <b>AMRITSAR</b> GROUP OF COLLEGES	<b>Attendance of Meeting</b>	<b>NSS WING</b>
	Ref No. <u>AGC/NSS/2022/08/12</u>	

Date: 12/08/2022

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>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>Simranpreet</i>
8	Mr. Kartik Arora	Coordinator, CE	<i>Kartik</i>
9	Ms. Harpreet Kaur	Coordinator, MBA	<i>AB</i>
10	Ms. Pardeep Kaur	Coordinator, BSc. Agriculture	<i>AB</i>
11	Ms. Ishita Mahajan	Coordinator, FD	<i>AB</i>
12	Mr. Shibkaran Singh	Coordinator, BHMCT	<i>Shibkaran</i>

*Shivani Sharma*  
Er. Shivani Sharma  
NSS Coordinator

 <b>AMRITSAR</b> GROUP OF COLLEGES	<b>Minutes of Meeting</b>	<b>NSS WING</b>
	Ref No. AGC/NSS/2022/08/12	

Date:12.08.2022

Meeting Date & Time	12-Aug-2022/3:00P.M	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	12-Aug-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	Ms. Harpreet Kaur
Er. Rajinder Pratap Singh	
Mr. Chetan Verma	
Ms. Rashmeet Kaur	
Ms. Shikha Sharma	
Ms. Simranpreet Kaur	
Ms. Pardeep Kaur	
Mr. Shibkaran Singh	
Mr. Kartik Arora	

Sr No.	Agenda	Discussion	Responsibility	Deadline
1.	File Maintaining	Guide to Volunteers how to Prepare the File	NSS Co-Ordinator	20 <sup>th</sup> August,2022
2.	Discussion on Upcoming Event	Azadi ka Amrit Mahotsav	NSS Co-Ordinator	15 <sup>th</sup> August,2022
3.	Duties	Provide the Duty chart of the students for Independence Day	NSS Co-Ordinator	12 <sup>th</sup> August,2022
4.	Arrangements	Discussion about the arrangements of Independence Day	NSS Co-Ordinator	12 <sup>th</sup> August,2022
5.	Budget	Prepare the Budget for Independence Day	NSS Co-Ordinator	12 <sup>th</sup> August,2022
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	16 <sup>th</sup> August, 2022
7.	Purpose Date of Next Meeting	Next meeting with NSS Co-Ordinator	NSS Co-Ordinator	01 <sup>st</sup> September,2022 @ 3:00 PM

Er. Shivani Sharma  
NSS Coordinator