

 <p>AMRITSAR GROUP OF COLLEGES TECHNICAL MANAGEMENT HUMAN RESOURCE NURSING NURSING PRACTICAL NURSING PRACTICAL</p>	<p>Circular</p>	<p>NSS WING</p>
	<p>Ref No. AGC/NSS <u>10022/08/10</u></p>	<p>Date: 10-08-2022</p>

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

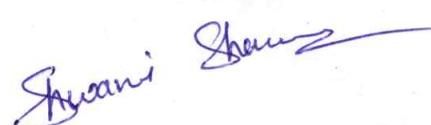
Date: 12 August 2022

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



Er. Shivani Sharma
NSS Coordinator



Attendance of Meeting

NSS WING

Ref No. AGC/NSS/2022/08/12

Date: 12/08/2022

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

Er. Shivani Sharma
NSS Coordinator

Shivani Sharma



Minutes of Meeting

NSS WING

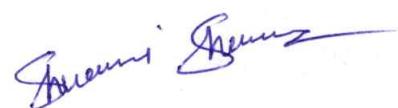
Ref No. AGC/NSS/2022/08/12

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 th August,2022
2.	Discussion on Upcoming Event	Azadi ka Amrit Mahotsav	NSS Co-Ordinator	15 th August,2022
3.	Duties	Provide the Duty chart of the students for Independence Day	NSS Co-Ordinator	12 th August,2022
4.	Arrangements	Discussion about the arrangements of Independence Day	NSS Co-Ordinator	12 th August,2022
5.	Budget	Prepare the Budget for Independence Day	NSS Co-Ordinator	12 th August,2022
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	16 th August, 2022
7.	Purpose Date of Next Meeting	Next meeting with NSS Co-Ordinator	NSS Co-Ordinator	01 st September,2022 @ 3:00 PM



Er. Shivani Sharma
NSS Coordinator