

 <b>AMRITSAR</b> GROUP OF COLLEGES	<b>Circular</b> <small>Ref No. AGC/NSS</small> <u>19022108130</u>	<b>NSS WING</b>
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Date: 30-08-2022

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

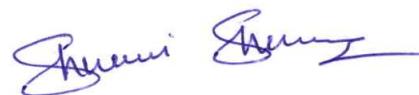
**Date: 01 September 2022**

**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/2022/09/01

Date: 01/09/2022

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	AB
4	Mr. Chetan Verma	Coordinator, EE	Ch
5	Ms. Shikha Sharma	Coordinator, DCA	AB
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	AB
11	Ms. Ishita Mahajan	Coordinator, FD	Ishita Mahajan
12	Mr. Shibkaran Singh	Coordinator, BHMCT	SB

Er. Shivani Sharma  
NSS Coordinator

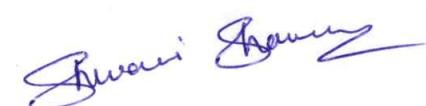
 AMRITSAR GROUP OF COLLEGES	<b>Minutes of Meeting</b>	<b>NSS WING</b>
Ref No. AGC/NSS/2022/09/01		

Date:01.09.2022

<b>Meeting Date &amp; Time</b>	<b>01-Sep-2022/3:00P.M</b>	<b>Meeting Venue</b>	<b>Conference Room (Training &amp; Placement Cell)</b>
<b>Meeting Drafted Date</b>	<b>01-Sep-2022</b>	<b>Meeting Chair</b>	<b>Er. Shivani Sharma (NSS Coordinator)</b>
<b>MoM Drafted by</b>	<b>Er. Shivani Sharma</b>	<b>Meeting Title</b>	<b>Weekly Meeting with NSS Committee Members</b>

<b>Attendees</b>	<b>Absentees</b>
Dr. Gurjeet Singh	Ms. Pardeep Kaur
Er. Shivani Sharma	Ms. Shikha Sharma
Mr. Chetan Verma	Er. Rajinder Pratap Singh
Ms. Harpreet Kaur	
Ms. Ishita Mahajan	
Ms. Simranpreet 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	25 <sup>th</sup> September,2022
2.	Upcoming Event	Free Precaution Dose & Tree plantation-World Environment Day	NSS Co-Ordinator	02 <sup>nd</sup> September, 2022 & 20 <sup>th</sup> September, 2022
3.	Budget	Approved budget for upcoming events	NSS Program Officer	01 <sup>st</sup> September,2022
4.	Arrangements	Discussion about the arrangements of all upcoming events	NSS Co-Ordinator	01 <sup>st</sup> September,2022
5.	Duties	Assigned the duty for upcoming event	NSS Co-Ordinator	01 <sup>st</sup> September,2022
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	5 <sup>th</sup> September, 2022 & 21 <sup>st</sup> September, 2022
7.	Purpose Date of Next Meeting	Next meeting with NSS Co-Ordinators	NSS Co-Ordinator	10 <sup>th</sup> February,2023 @ 3:00 PM



Er. Shivani Sharma  
NSS Coordinator