

 AMRITSAR GROUP OF COLLEGES	Circular <small>Ref No. AGC/NSS</small> <u>2023/02/08</u>	NSS WING
		Date: 08-02-2023

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

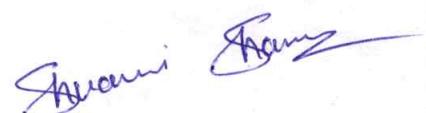
Date: 10 February 2023

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/2023/02/10

Date: 10/02/2023

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

Shivani Sharma

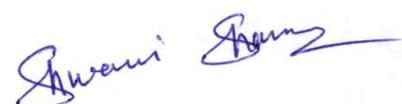
Er. Shivani Sharma
NSS Coordinator



Meeting Date & Time	10-Feb-2023/03:00P.M	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	10-Feb-2023	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	20 th February,2023
2.	Upcoming Event	Discussion on the Blood Donation Camp	NSS Co-Ordinator	15 th February,2023
3.	Budget	Prepare the budget for the seminar.	NSS Co-Ordinator	10 th February,2023
4.	Arrangements	Discussion about the arrangements of Seminar	NSS Co-Ordinator	10 th February,2023
5.	Duties	Assign the duties to the volunteers for performing various task on the seminar day.	NSS Co-Ordinator	10 th February,2023
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	16 th February,2023
7.	Purpose Date of Next Meeting	Next meeting with NSS Coordinators	NSS Co-Ordinator	16 th June,2023 @ 03:00pm



Er. Shivani Sharma
NSS Coordinator