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

Date: 08-02-2023

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

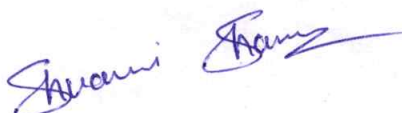
Date: 10 February 2023


Time: 03:00 PM

Venue: Conference Room (Placement Cell)

Agenda:

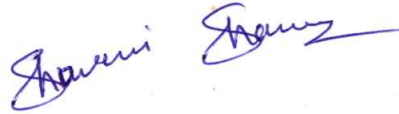
- Meeting with NSS Student Committee Members.
- File Maintaining
- Discussion on Upcoming Event
- Duties
- Arrangements
- Budget
- Web Page Updating
- Next Meeting


 Er. Shivani Sharma
 NSS Coordinator

 AMRITSAR GROUP OF COLLEGES	Attendance of Meeting	NSS WING
	Ref No. <u>A94/NSS/2023/02/10</u>	

Date: 10/02/2023

S.No	Name	Designation	Signature
1	Dr. Gurjeet Singh	Dean, Student Affairs	
2	Er. Shivani Sharma	Coordinator, CSE	
3	Er. Rajinder Pratap Singh	Coordinator, ME	
4	Mr. Chetan Verma	Coordinator, EE	
5	Ms. Shikha Sharma	Coordinator, DCA	
6	Ms. Rashmeet Kaur	Coordinator, Applied Sciences	
7	Ms. Simranpreet Kaur	Coordinator, BBA	
8	Mr. Kartik Arora	Coordinator, CE	
9	Ms. Harpreet Kaur	Coordinator, MBA	
10	Ms. Pardeep Kaur	Coordinator, BSc. Agriculture	
11	Ms. Ishita Mahajan	Coordinator, FD	
12	Mr. Shibkaran Singh	Coordinator, BHMCT	


Er. Shivani Sharma
NSS Coordinator



AMRITSAR
GROUP OF COLLEGES

Minutes of Meeting

Ref No. AGC/NSS/2023/02/10

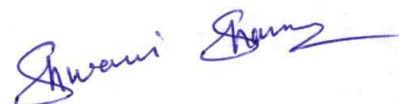
NSS WING

Date:10.02.2023

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