 AMRITSAR GROUP OF COLLEGES <small>ENGINEERING PHARMACY LAW</small>	Circular	NSS WING
	Ref No. AGC/NSS/2023/06/14	

Date: 14-06-2023

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

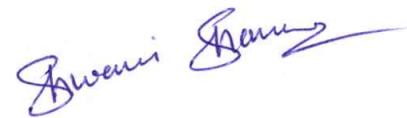
Date: 16 June 2023

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>Agc/Nss/2023/06/16</u>	

Date: 16/06/2023

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

Shivani Sharma
Er. Shivani Sharma
NSS Coordinator


 AMRITSAR GROUP OF COLLEGES	Minutes of Meeting	NSS WING
	Ref No. AGC/NSS/2023/06/16	

Date:16.06.2023

Meeting Date & Time	16-June-2023/03:00P.M	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	16-June-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. Harpreet Kaur
Er. Shivani Sharma	Ms. Pardeep Kaur
Er. Rajinder Pratap Singh	Ms. Ishita Mahajan
Mr. Chetan Verma	Mr. Shibkaran Singh
Ms. Shikha Sharma	
Ms. Rashmeet Kaur	
Ms. Simranpreet Kaur	
Mr. Kartik Arora	

Sr No.	Agenda	Discussion	Responsibility	Deadline
1.	File Maintaining	Guide to Volunteers how to prepare the file of the event	NSS Co-Ordinator	30 th June,2023
2.	Upcoming Event	Discussion on Yoga Day.	NSS Co-Ordinator	21 st June,2023
3.	Budget	Prepare the budget for the seminar.	NSS Co-Ordinator	16 th June,2023
4.	Arrangements	Discussion about the arrangements of Seminar	NSS Co-Ordinator	16 th June,2023
5.	Duties	Assign the duties to the volunteers for performing various task on the seminar day.	NSS Co-Ordinator	16 th June,2023
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	22 nd June,2023
7.	Purpose Date of Next Meeting	Next meeting with NSS Coordinators	NSS Co-Ordinator	11 th August,2023 @03:00 PM


 Er. Shivani Sharma
 NSS Coordinator