



Circular

NSS WING

Ref No. AGC/NSS 12023/06/14

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



### Attendance of Meeting

NSS WING

Ref No. AGR/NSS/2023/06/16

Date: 16/06/2023

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	RPS
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

Shivani Sharma

Er. Shivani Sharma  
NSS Coordinator

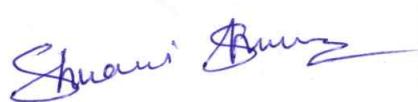
 <p><b>AMRITSAR</b> GROUP OF COLLEGES</p>	<b>Minutes of Meeting</b>	Ref No. AGC/NSS/2023/06/16

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 <sup>th</sup> June,2023
2.	Upcoming Event	Discussion on Yoga Day.	NSS Co-Ordinator	21 <sup>st</sup> June,2023
3.	Budget	Prepare the budget for the seminar.	NSS Co-Ordinator	16 <sup>th</sup> June,2023
4.	Arrangements	Discussion about the arrangements of Seminar	NSS Co-Ordinator	16 <sup>th</sup> June,2023
5.	Duties	Assign the duties to the volunteers for performing various task on the seminar day.	NSS Co-Ordinator	16 <sup>th</sup> June,2023
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	22 <sup>nd</sup> June,2023
7.	Purpose Date of Next Meeting	Next meeting with NSS Coordinators	NSS Co-Ordinator	11 <sup>th</sup> August,2023 @03:00 PM

  
 Er. Shivani Sharma  
 NSS Coordinator