



AMRITSAR
GROUP OF COLLEGES

Circular

NSS WING

Ref No. AGC/NSS 12023/08/09

Date: 09-08-2023

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

Date: 11 August 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/2023/08/11Date: 11/08/2023

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>Rajinder Pratap Singh</u>
4	Mr. Chetan Verma	Coordinator, EE	<u>Chetan Verma</u>
5	Ms. Shikha Sharma	Coordinator, DCA	<u>Shikha Sharma</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>Harpreet Kaur</u>
10	Ms. Pardeep Kaur	Coordinator, BSc. Agriculture	<u>Pardeep Kaur</u>
11	Ms. Ishita Mahajan	Coordinator, FD	<u>Ishita Mahajan</u>
12	Mr. Shibkaran Singh	Coordinator, BHMCT	<u>Shibkaran Singh</u>

Er. Shivani Sharma
NSS Coordinator

 AMRITSAR GROUP OF COLLEGES	Minutes of Meeting	NSS WING
	Ref No. AGC/NSS/2023/08/11	

Date: 11.08.2023

Meeting Date & Time	11-Aug-2023/3:00P.M	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	11-Aug-2023	Meeting Chair	Er. Shivani Sharma (NSS Coordinator)
MoM Drafted by	Er. Shivani Sharma	Meeting Title	Weekly Meeting with NSS Committee Members

Attendees	Absentees
Mr. Amit Singh	Mr. Kartik Arora
Er. Shivani Sharma	Ms. Harpreet Kaur
Er. Rajinder Pratap Singh	
Mr. Chetan Verma	
Ms. Shikha Sharma	
Ms. Ishita Mahajan	
Ms. Pardeep Kaur	
Mr. Shibkaran Singh	
Ms. Rashmeet Kaur	
Ms. Simranpreet Kaur	

Sr No.	Agenda	Discussion	Responsibility	Deadline
1.	File Maintaining	Guide to Volunteers how to Prepare the File	NSS Co-Ordinator	11 th August,2023
2.	Discussion on Upcoming Event	Independence Day & Medical Health Checkup	NSS Co-Ordinator	15 th August, 2023 & 18 th August,2023
3.	Duties	Provide the Duty chart for Independence Day & Medical Health Checkup	NSS Co-Ordinator	11 th August,2023
4.	Arrangements	Discussion about the arrangements of Independence Day & Medical Health Checkup	NSS Co-Ordinator	11 th August,2023
5.	Budget	Prepare the Budget for Independence Day & Medical Health Checkup	NSS Co-Ordinator	11 th August,2023
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	16 th August, 2023 & 19 th August,2023
7.	Purpose Date of Next Meeting	Next meeting with NSS Co-Ordinators	NSS Co-Ordinator	25 th August,2023 @ 3:00 PM



Er. Shivani Sharma
NSS Coordinator