

 <p>AMRITSAR GROUP OF COLLEGES ENGINEERING & COMPUTER SCIENCE</p>	<p>Circular</p>	<p>NSS WING</p>
	<p>Ref No. AGC/NSS <u>12023/08/23</u></p>	<p>Date: 23-08-2023</p>

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

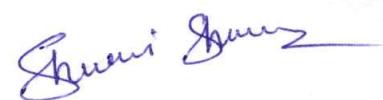
Date: 25 August 2023

Time: 03:00 PM

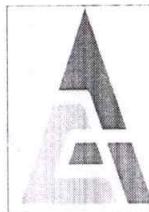
Venue: Conference Room (Placement Cell)

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



Ref No. AGC/NSS/2023/08/25

Date: 25/08/2023

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

Er. Shivani Sharma
NSS Coordinator

Date: 25.08.2023

Meeting Date & Time	25-Aug-2023/3:00P.M	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	25-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
Dr. Gurjeet Singh	Ms. Shikha Sharma
Er. Shivani Sharma	Er. Rajinder Pratap Singh
Mr. Chetan Verma	Ms. Simranpreet Kaur
Ms. Harpreet Kaur	
Ms. Ishita Mahajan	
Ms. Pardeep Kaur	
Mr. Shibkaran Singh	
Ms. Rashmeet Kaur	
Mr. Kartik Arora	

Sr No.	Agenda	Discussion	Responsibility	Deadline
1.	File Maintaining	Guide to Volunteers how to Prepare the File	NSS Co-Ordinator	01 st September,2023
2.	Discussion on Upcoming Event	Raksha Bandhan	NSS Co-Ordinator	28 th August, 2023
3.	Duties	Provide the Duty chart for Raksha Bandhan	NSS Co-Ordinator	25th August,2023
4.	Arrangements	Discussion about the arrangements of Raksha Bandhan	NSS Co-Ordinator	25th August,2023
5.	Budget	Prepare the Budget for Raksha Bandhan	NSS Co-Ordinator	25th August,2023
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	29 th August, 2023
7.	Purpose Date of Next Meeting	Next meeting with NSS Co-Ordinator	NSS Co-Ordinator	19 th January,2024 @03:00pm



Er. Shivani Sharma
NSS Coordinator