 <b>AMRITSAR</b> GROUP OF COLLEGES <small>ENGINEERING • MANAGEMENT • LAW</small>	<b>Circular</b>	<b>NSS WING</b>
	Ref No. AGC/NSS/2023/08/23	

Date: 23-08-2023

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

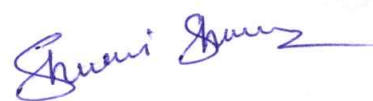
Date: 25 August 2023


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

 <b>AMRITSAR</b> GROUP OF COLLEGES	<b>Attendance of Meeting</b>	<b>NSS WING</b>
	Ref No. <u>AGC/NSS/2023/08/25</u>	

Date: 25/08/2023

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

*Shivani Sharma*  
Er. Shivani Sharma  
NSS Coordinator

 <b>AMRITSAR</b> GROUP OF COLLEGES <small>ENGINEERING   PHARMACY   LAW</small>	<b>Minutes of Meeting</b>	<b>NSS WING</b>
	Ref No. AGC/NSS/25/08/25	

Date: 25.08.2023

<b>Meeting Date &amp; Time</b>	<b>25-Aug-2023/3:00P.M</b>	<b>Meeting Venue</b>	<b>Conference Room (Training &amp; Placement Cell)</b>
<b>Meeting Drafted Date</b>	<b>25-Aug-2023</b>	<b>Meeting Chair</b>	<b>Er. Shivani Sharma (NSS Coordinator)</b>
<b>MoM Drafted by</b>	<b>Er. Shivani Sharma</b>	<b>Meeting Title</b>	<b>Weekly Meeting with NSS Committee Members</b>

<b>Attendees</b>	<b>Absentees</b>
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 <sup>st</sup> September,2023
2.	Discussion on Upcoming Event	Raksha Bandhan	NSS Co-Ordinator	28 <sup>th</sup> August, 2023
3.	Duties	Provide the Duty chart for Raksha Bandhan	NSS Co-Ordinator	25 <sup>th</sup> August,2023
4.	Arrangements	Discussion about the arrangements of Raksha Bandhan	NSS Co-Ordinator	25 <sup>th</sup> August,2023
5.	Budget	Prepare the Budget for Raksha Bandhan	NSS Co-Ordinator	25 <sup>th</sup> August,2023
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	29 <sup>th</sup> August, 2023
7.	Purpose Date of Next Meeting	Next meeting with NSS Co-Ordinator	NSS Co-Ordinator	19 <sup>th</sup> January,2024 @03:00pm



Er. Shivani Sharma  
NSS Coordinator