 AMRITSAR GROUP OF COLLEGES	Circular	NSS WING
	Ref No. AGC/NSS/ <u>2024/06/14</u>	

Date: 14-06-2024

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

Date: 18 June 2024

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





Shruti Prashar
NSS Coordinator

 AMRITSAR GROUP OF COLLEGES	Attendance of Meeting	NSS WING
	Ref No. <u>AGC/NSS/2024/06/18</u>	

Date: 18/06/2024

S. No.	Name	Designation	Signature
1.	Mr. Amit Singh	Dean, Student Affairs	AS
2.	Ms. Shruti Prashar	Coordinator (TPO)	Shruti
3.	Ms. Rashmeet Kaur	Coordinator, Applied Sciences	AB
4.	Mr. Chetan Verma	Coordinator, EE	CV
5.	Mr. Jaspreet Singh	Coordinator, CSE	JS
6.	Ms. Ritika Saini	Coordinator, Pharmacy	R. Saini
7.	Mr. Shibkaran Singh	Coordinator, BHMCT	S.B
8.	Ms. Shikha Sharma	Coordinator, DCA	AB
9.	Ms. Simranpreet Kaur	Coordinator, BBA	Simran Kaur
10.	Mr. Harman Singh	Coordinator, ME	H. Singh
11.	Ms. Bhupinder	Coordinator, FD	Bhupinder


Ms. Shruti Prashar
 NSS Coordinator


 AMRITSAR GROUP OF COLLEGES <small>ENGINEERING PHARMACY LAW</small>	Minutes of Meeting	NSS WING
	Ref No. AGC/NSS/2024/06/18	

Date:18.06.2024

Meeting Date & Time	18-June-2024/03:00P.M	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	18-June-2024	Meeting Chair	Ms. Shruti Prashar (NSS Coordinator)
MoM Drafted by	Ms. Shruti Prashar	Meeting Title	Weekly Meeting with NSS Committee Members

Attendees	Absentees
Mr. Amit Singh	Ms. Shikha Sharma
Ms. Shruti Prashar	Ms. Rashmeet Kaur
Mr. Jaspreet Singh	
Mr. Shibkaran Singh	
Ms. Simranpreet Kaur	
Mr. Harman Singh	
Ms. Bhupinder	
Mr. Chetan Verma	
Ms. Ritika Saini	

Sr No.	Agenda	Discussion	Responsibility	Deadline
1.	File Maintaining	Guide to Volunteers how to Prepare the File	NSS Co-Ordinator	28 th June,2024
2.	Upcoming Event	Discussion on Yoga Day.	NSS Co-Ordinator	21 st June,2024
3.	Budget	Prepare the budget for the seminar.	NSS Co-Ordinator	18 th June,2024
4.	Arrangements	Discussion about the arrangements of Seminar	NSS Co-Ordinator	18 th June,2024
5.	Duties	Assign the duties to the volunteers for performing various task on the seminar day.	NSS Co-Ordinator	18 th June,2024
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	24 th June,2024
7.	Purpose Date of Next Meeting	Next meeting with NSS Coordinators	NSS Co-Ordinator	09 th August,2024 (@ 03:00 PM)


 Shruti Prashar
 NSS Coordinator