

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

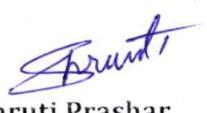
Agenda:

- Meeting with NSS Student Committee Members.
- File Maintaining
- Discussion on Upcoming Event
- Duties
- Arrangements
- Budget
- Web Page Updating
- Next Meeting


Shruti Prashar
 NSS Coordinator

**Attendance of Meeting****NSS WING**Ref No. AGC/NSS/2024/06/18Date: 18/06/2024

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


Ms. Shruti Prashar
NSS Coordinator

 <p>AMRITSAR GROUP OF COLLEGES <small>Education for All Society AGC</small></p>	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 (a 03:00 PM


 Shruti Prashar
 NSS Coordinator