

 AMRITSAR GROUP OF COLLEGES	Circular <small>Ref No. AGC/NSS/25/02/19</small>	NSS WING
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Date: 19-02-2025

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

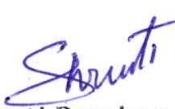
Date: 21-Feb-2025

Time: 12:00 PM

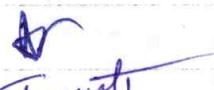
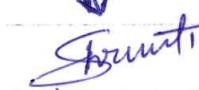
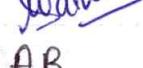
Venue: Conference Room (Placement Cell)

Agenda:

- File Maintaining
- Discussion on Upcoming Event
- Budget
- Arrangements
- Duties
- Web Page Updating
- Purpose Date of Next Meeting

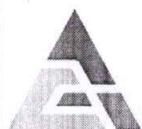

 Shruti Prashar
 NSS Coordinator

**Attendance of Meeting****NSS WING**Ref No. AGC/NSS/2025/02/02Date: 02/02/2025

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


Ms. Shruti Prashar

NSS Coordinator



Date: 22.02.2025

Meeting Date & Time	21-Feb-2025/12:00P.M	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	22-Feb-2025	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	Mr. Chetan Verma
Ms. Shruti Prashar	Mr. Harman Singh
Ms. Simranpreet Kaur	Ms. Bhupinder
Ms. Rashmeet Kaur	Mr. Shibkaran Singh
Ms. Ritika Saini	
Mr. Jaspreet Singh	
Ms. Shikha Sharma	

Sr No.	Agenda	Discussion	Responsibility	Deadline
1.	File Maintaining	Guide the Volunteers to prepare the file before the deadline	NSS Co-Ordinator	28 th February,2025
2.	Upcoming Event	Discussion on the Empowering Unemployed women.	NSS Co-Ordinator	24 th February,2025
3.	Budget	Prepare the budget for the seminar.	NSS Co-Ordinator	21 st February,2025
4.	Arrangements	Discussion about the arrangements of Seminar	NSS Co-Ordinator	21 st February,2025
5.	Duties	Assign the duties to the volunteers for performing various task on the seminar day.	NSS Co-Ordinator	21 st February,2025
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	25th February,2025
7.	Purpose Date of Next Meeting	Next meeting with NSS Coordinators	NSS Co-Ordinator	07 th March,2025 @ 12:00 PM


 Shruti Prashar
 NSS Coordinator