



<b>Circular</b>
Ref No. AGC/NSS/25/03/06

**NSS WING**

**Date: 06-03-2025**

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

**Date: 07-Mar-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

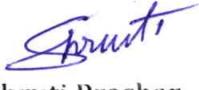
**Shruti Prashar**  
**NSS Coordinator**

**Attendance of Meeting****NSS WING**

Ref No. AGC/NSS/2025/03/07

Date: 07/03/2025

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	Rashmeet
4.	Mr. Chetan Verma	Coordinator, EE	Ch
5.	Mr. Jaspreet Singh	Coordinator, CSE	AB
6.	Ms. Ritika Saini	Coordinator, Pharmacy	Ritika
7.	Mr. Shibkaran Singh	Coordinator, BHMCT	Sh
8.	Ms. Shikha Sharma	Coordinator, DCA	Sh
9.	Ms. Simranpreet Kaur	Coordinator, BBA	AB
10.	Mr. Harman Singh	Coordinator, ME	H. Singh
11.	Ms. Bhupinder	Coordinator, FD	Bhupinder

  
Ms. Shruti Prashar  
NSS Coordinator



## Minutes of Meeting

NSS WING

Ref No. AGC/NSS/2025/03/07

Date: 7.03.2025

Meeting Date & Time	07-Mar-2025/12:00P.M	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	07-Mar-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	Ms. Simranpreet Kaur
Ms. Shruti Prashar	Mr. Jaspreet Singh
Mr. Chetan Verma	
Ms. Rashmeet Kaur	
Ms. Ritika Saini	
Mr. Harman Singh	
Ms. Shikha Sharma	
Ms. Bhupinder	
Mr. Shibkaran Singh	

Sr No.	Agenda	Discussion	Responsibility	Deadline
1.	File Maintaining	Guide to Volunteers how to Prepare the File	NSS Co-Ordinator	13 <sup>th</sup> March,2025
2.	Upcoming Event	Discussion on the TB Awareness Session at Nearby Hospitals.	NSS Co-Ordinator	10th March,2025
3.	Budget	Prepare the budget for the seminar.	NSS Co-Ordinator	07th March,2025
4.	Arrangements	Discussion about the arrangements of Seminar	NSS Co-Ordinator	07th March,2025
5.	Duties	Assign the duties to the volunteers for performing various task on the seminar day.	NSS Co-Ordinator	07th March,2025
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	12 <sup>th</sup> March,2025
7.	Purpose Date of Next Meeting	Next meeting with NSS Coordinators	NSS Co-Ordinator	02 <sup>nd</sup> April,2025 @ 03:00 PM

  
 Shruti Prashar  
 NSS Coordinator