 AMRITSAR GROUP OF COLLEGES <small>ENGINEERING MANAGEMENT LAW</small>	Circular	NSS WING
	Ref No. AGC/NSS/ 25 /03/ 06	

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

 AMRITSAR GROUP OF COLLEGES	Attendance of Meeting	NSS WING
	Ref No. <u>AGC/NSS/2025/03/07</u>	

Date: 07/03/2025

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



AMRITSAR
GROUP OF COLLEGES

Minutes of Meeting

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

NSS WING

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 th 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 th March,2025
7.	Purpose Date of Next Meeting	Next meeting with NSS Coordinators	NSS Co-Ordinator	02 nd April,2025 @ 03:00 PM


 Shruti Prashar
 NSS Coordinator