 <b>AMRITSAR</b> GROUP OF COLLEGES	<b>Circular</b>	<b>NSS WING</b>
	Ref No. AGC/NSS/25/04/02	

Date: 02-04-2025

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

Date: 02-April-2025

Time: 03:00 PM


Venue: Conference Room (Placement Cell)

**Agenda:**

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





**Shruti Prashar**  
 NSS Coordinator

 <b>AMRITSAR</b> GROUP OF COLLEGES	<b>Attendance of Meeting</b>	<b>NSS WING</b>
	Ref No. <u>AGC/NSS/2025/04/02</u>	

Date: 02/04/2025

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

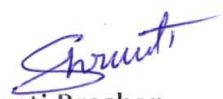
 <b>AMRITSAR</b> GROUP OF COLLEGES	<b>Minutes of Meeting</b>	<b>NSS WING</b>
	Ref No. AGC/NSS/2025/04/02	

Date:02.04.2025

<b>Meeting Date &amp; Time</b>	<b>02-April 2025/03:00P.M</b>	<b>Meeting Venue</b>	<b>Conference Room (Training &amp; Placement Cell)</b>
<b>Meeting Drafted Date</b>	<b>02-April-2025</b>	<b>Meeting Chair</b>	<b>Ms. Shruti Prashar (NSS Coordinator)</b>
<b>MoM Drafted by</b>	<b>Ms. Shruti Prashar</b>	<b>Meeting Title</b>	<b>Weekly Meeting with NSS Committee Members</b>

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

Sr No.	Agenda	Discussion	Responsibility	Deadline
1.	File Maintaining	Volunteers must ensure that the event files are completed before the deadline.	NSS Co-Ordinator	15 <sup>th</sup> April,2025
2.	Upcoming Event	Discussion on the Health Check-up & Anti-Drug Padyatra by INDIAN RED CROSS SOCIETY.	NSS Co-Ordinator	07 <sup>th</sup> April,2025 & 03 <sup>rd</sup> April,2025 to 08 <sup>th</sup> April,2025
3.	Budget	Prepare the budget for the seminar.	NSS Co-Ordinator	02 <sup>nd</sup> April,2025
4.	Arrangements	Discussion about the arrangements of Seminar	NSS Co-Ordinator	02 <sup>nd</sup> April,2025
5.	Duties	Assign the duties to the volunteers for performing various task on the seminar day.	NSS Co-Ordinator	02 <sup>nd</sup> April,2025
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	09 <sup>th</sup> April,2025
7.	Purpose Date of Next Meeting	Next meeting with NSS Coordinator	NSS Co-Ordinator	09 <sup>th</sup> May,2025 @ 03:00 PM

  
 Shruti Prashar  
 NSS Coordinator