

 <p>AMRITSAR GROUP OF COLLEGES GURU NANAK DEV AVENUE</p>	<p>Circular</p>	<p>NSS WING</p>
	<p>Ref No. AGC/NSS/25/04/02</p>	

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

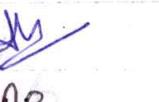
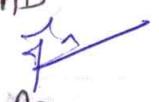
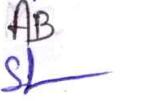
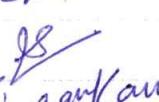
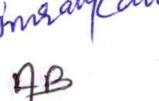
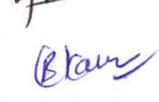


Shruti Prashar
NSS Coordinator



Ref No. AGC/NSS/2025/04/08

Date: 08/04/2025

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

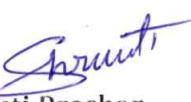


Date: 02.04.2025

Meeting Date & Time	02-April 2025/03:00P.M	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	02-April-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. 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 th April,2025
2.	Upcoming Event	Discussion on the Health Check-up & Anti-Drug Padyatra by INDIAN RED CROSS SOCIETY.	NSS Co-Ordinator	07 th April,2025 & 03 rd April,2025 to 08 th April,2025
3.	Budget	Prepare the budget for the seminar.	NSS Co-Ordinator	02 nd April,2025
4.	Arrangements	Discussion about the arrangements of Seminar	NSS Co-Ordinator	02 nd April,2025
5.	Duties	Assign the duties to the volunteers for performing various task on the seminar day.	NSS Co-Ordinator	02 nd April,2025
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	09 th April,2025
7.	Purpose Date of Next Meeting	Next meeting with NSS Coordinator	NSS Co-Ordinator	09 th May,2025 @ 03:00 PM


 Shruti Prashar
 NSS Coordinator