 <b>AMRITSAR</b> GROUP OF COLLEGES <small>ENGINEERING   D-EXCELLENCE   CAREER</small>	<b>Circular</b>	<b>NSS WING</b>
	Ref No. AGC/NSS/24/10/08	

Date: 8-10-2024

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

Date: 11 October 2024

Time: 03:00 PM


Venue: Conference Room (Placement Cell)

**Agenda:**

- File Completion
- Discussion on 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/2024/10/11</u>	

Date: 11/10/2024

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/2024/10/11	

Date:11.10.2024

Meeting Date & Time	11-Oct-2024/3:00P.M	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	12-Oct-2024	Meeting Chair	Ms. Shruti Prashar (NSS Coordinator)
MoM Drafted by	Ms. Shruti Prashar	Meeting Title	Weekly Meeting with NSS Committee Members

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

Sr No.	Agenda	Discussion	Responsibility	Deadline
1.	File Completion	Previous event files should be completed before the given deadline	NSS Co-Ordinator	10 <sup>th</sup> October, 2024
2.	Upcoming Event	Daan Utsav	NSS Co-Ordinator	10 <sup>th</sup> October, 2024 to 14 <sup>th</sup> October, 2024
3.	Budget	Approved budget for upcoming events	NSS Program Officer	09 <sup>th</sup> October, 2024
4.	Arrangements	Discussion about the arrangements of all upcoming events	NSS Co-Ordinator	09 <sup>th</sup> October, 2024
5.	Duties	Assigned the duty for upcoming event	NSS Co-Ordinator	09 <sup>th</sup> October, 2024
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	15 <sup>th</sup> October, 2024
7.	Purpose Date of Next Meeting	Next meeting with NSS Co-Ordinator	NSS Co-Ordinator	25 <sup>th</sup> November, 2024 @ 3:00 PM

Shruti Prashar  
NSS Coordinator