

 <p><b>AMRITSAR</b> GROUP OF COLLEGES ENGINEERING   PHARMACY   PLANT</p>	<p><b>Circular</b></p>	<p><b>NSS WING</b></p>
	<p>Ref No. AGC/NSS/24/11/85</p>	

Date: 25-11-2024

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

**Date: 25 November 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

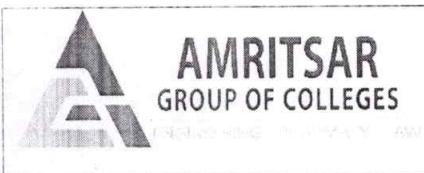


Shruti Prashar  
NSS Coordinator

**Attendance of Meeting****NSS WING**Ref No. AGC/NSS/2024/11/25Date: 25/11/2024

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



## Minutes of Meeting

NSS WING

Ref No. AGC/NSS/2024/11/25

Date: 25.11.2024

Meeting Date & Time	25-Nov-2024/3:00P.M	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	26-Nov-2024	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. Rashmeet Kaur
Ms. Shruti Prashar	Ms. Simranpreet Kaur
Mr. Jaspreet Singh	
Mr. Chetan Verma	
Mr. Harman Singh	
Ms. Ritika Saini	
Ms. Bhupinder	
Mr. Shibkaran Singh	
Ms. Shikha Sharma	

Sr No.	Agenda	Discussion	Responsibility	Deadline
1.	File Completion	Event files should be completed before the given deadline	NSS Co-Ordinator	15 <sup>th</sup> December,2024
2.	Upcoming Event	Armed Forces Flag Day And National Pulse Polio Programme	NSS Co-Ordinator	7 <sup>th</sup> December, 2024 and 8 <sup>th</sup> December, 2024 to 10 <sup>th</sup> December ,2024
3.	Budget	Approved budget for upcoming events	NSS Program Officer	28 <sup>th</sup> November, 2024
4.	Arrangements	Discussion about the arrangements of all upcoming events	NSS Co-Ordinator	28 <sup>th</sup> November, 2024
5.	Duties	Assigned the duty for upcoming event	NSS Co-Ordinator	28 <sup>th</sup> November, 2024
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	11 <sup>th</sup> December, 2024 to 13 <sup>th</sup> December, 2024
7.	Purpose Date of Next Meeting	Next meeting with NSS Co-Ordinator	NSS Co-Ordinator	22 <sup>nd</sup> January,2025 @ 3:00 PM



Shruti Prashar  
NSS Coordinator