

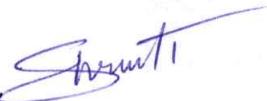
**Circular****NSS WING**

Ref No. AGC/NSS/2025/05/05

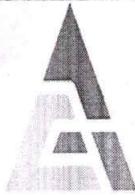
Date:05-05-2025

**Meeting of the NSS Coordinator Committee Members has been scheduled as follows:****Date: 09-May-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/2025/05/09

Date: 09/05/2025

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: 09.05.2025

Meeting Date & Time	09-May-2025/03:00P.M	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	09-May-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	Mr. Harman Singh
Mr. Chetan Verma	Mr. Jaspreet Singh
Ms. Shruti Prashar	
Mr. Shibkaran Singh	
Ms. Simranpreet Kaur	
Ms. Shikha Sharma	
Ms. Rashmeet Kaur	
Ms. Bhupinder	
Ms. Ritika Saini	

Sr No.	Agenda	Discussion	Responsibility	Deadline
1.	File Maintaining	Guide to Volunteers how to Prepare the File	NSS Co-Ordinator	28 <sup>th</sup> May,2025
2.	Upcoming Event	Discussion on Nutrition Week.	NSS Co-Ordinator	02 <sup>nd</sup> May,2025
3.	Budget	Prepare the budget for the seminar.	NSS Co-Ordinator	01 <sup>st</sup> May,2025
4.	Arrangements	Discussion about the arrangements of Seminar	NSS Co-Ordinator	01 <sup>st</sup> May,2025
5.	Duties	Assign the duties to the volunteers for performing various task on the seminar day.	NSS Co-Ordinator	01 <sup>st</sup> May,2025
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	05 <sup>th</sup> May,2025
7.	Purpose Date of Next Meeting	Next meeting with NSS Coordinator	NSS Co-Ordinator	02 <sup>nd</sup> June,2025 @ 03:00 PM

  
 Shruti Prashar  
 NSS Coordinator