

**Circular**

**NSS WING**

Ref No. AGC/NSS/2025/05/30

Date: 30-05-2025

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

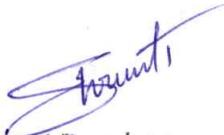
**Date: 02-June-2025**

**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



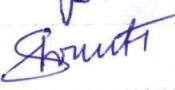
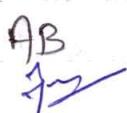
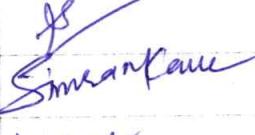
AMRITSAR  
GROUP OF COLLEGES

Attendance of Meeting

NSS WING

Ref No. AGC/NSS/2025/06/02

Date: 08/06/2025

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: 02.06.2025

Meeting Date & Time	02-June-2025/03:00P.M	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	02-June-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. Rashmeet Kaur	
Mr. Jaspreet Singh	
Mr. Shibkaran Singh	
Ms. Shikha Sharma	
Ms. Simranpreet Kaur	
Mr. Harman Singh	
Ms. Bhupinder	

Sr No.	Agenda	Discussion	Responsibility	Deadline
1.	File Maintaining	Guide to Volunteers how to Prepare the File	NSS Co-Ordinator	02 <sup>nd</sup> June,2025
2.	Upcoming Event	Discussion on Yoga Day.	NSS Co-Ordinator	21 <sup>st</sup> June,2025
3.	Budget	Prepare the budget for the seminar.	NSS Co-Ordinator	02 <sup>nd</sup> June,2025
4.	Arrangements	Discussion about the arrangements of Seminar	NSS Co-Ordinator	02 <sup>nd</sup> June,2025
5.	Duties	Assign the duties to the volunteers for performing various task on the seminar day.	NSS Co-Ordinator	02 <sup>nd</sup> June,2025
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	23 <sup>rd</sup> June,2025
7.	Purpose Date of Next Meeting	Next meeting with NSS Coordinator	NSS Co-Ordinator	11 <sup>th</sup> July,2025 @ 03:00 PM



Shruti Prashar  
NSS Coordinator