 AMRITSAR GROUP OF COLLEGES <small>ENGINEERING PHARMACY LAW</small>	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:

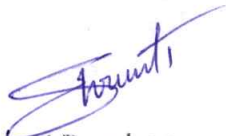
Date: 02-June-2025


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. <u>AGC/NSS/2025/06/02</u>	

Date: 02/06/2025

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

 AMRITSAR GROUP OF COLLEGES	Minutes of Meeting	NSS WING
	Ref No. AGC/NSS/2025/06/02	

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 nd June,2025
2.	Upcoming Event	Discussion on Yoga Day.	NSS Co-Ordinator	21 st June,2025
3.	Budget	Prepare the budget for the seminar.	NSS Co-Ordinator	02 nd June,2025
4.	Arrangements	Discussion about the arrangements of Seminar	NSS Co-Ordinator	02 nd June,2025
5.	Duties	Assign the duties to the volunteers for performing various task on the seminar day.	NSS Co-Ordinator	02 nd June,2025
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	23 rd June,2025
7.	Purpose Date of Next Meeting	Next meeting with NSS Coordinator	NSS Co-Ordinator	11 th July,2025 @03:00 PM


 Shruti Prashar
 NSS Coordinator