

 AMRITSAR GROUP OF COLLEGES	Circular	NSS WING
	Ref No. AGC/NSS/25/07/08	

Date:08-07-2025

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

Date: 11-July-2025

Time: 03:00 PM

Venue: Conference Room (Placement Cell)

Agenda:

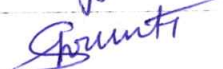
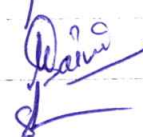
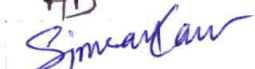
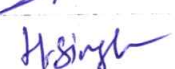
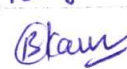
- File Maintaining
- Upcoming Event
- Budget
- Arrangements
- Duties
- Web Page Updating
- Purpose Date of Next Meeting



Shruti Prashar
NSS Coordinator

 AMRITSAR GROUP OF COLLEGES	Attendance of Meeting	NSS WING
	Ref No. <u>AGC/NSS/2025/07/11</u>	

Date: 11/07/2025

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	AB
4.	Mr. Chetan Verma	Coordinator, EE	AB
5.	Mr. Jaspreet Singh	Coordinator, CSE	
6.	Ms. Ritika Saini	Coordinator, Pharmacy	
7.	Mr. Shibkaran Singh	Coordinator, BHMCT	
8.	Ms. Shikha Sharma	Coordinator, DCA	AB
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/2025/07/11	

Date:11.07.2025

Meeting Date & Time	11-July-2025/03:00P.M	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	11-July-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. 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 Maintaining	Guide to Volunteers how to Prepare the File	NSS Co-Ordinator	11 th July,2025
2.	Upcoming Event	Discussion on Van Mahotsav-Tree Plantation	NSS Co-Ordinator	14 th July,2025 to 07 th August,2025
3.	Budget	Prepare the budget for the seminar.	NSS Co-Ordinator	11 th July,2025
4.	Arrangements	Discussion about the arrangements of Seminar	NSS Co-Ordinator	11 th July,2025
5.	Duties	Assign the duties to the volunteers for performing various task on the seminar day.	NSS Co-Ordinator	11 th July,2025
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	09 th August,2025
7.	Purpose Date of Next Meeting	Next meeting with NSS Coordinator	NSS Co-Ordinator	06 th August,2025 @ 03:00 PM


 Shruti Prashar
 NSS Coordinator