

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

Date:08-08-2025

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

Date: 12-August-2025

Time: 03:00 PM

Venue: Conference Room (Placement Cell)

Agenda:

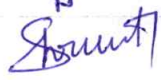
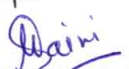
- File Maintaining
- Discussion on Upcoming Event
- Budget
- Arrangements
- Duties
- Web Page Updating
- Next Meeting



Shruti Prashar
NSS Coordinator

 AMRITSAR GROUP OF COLLEGES	Attendance of Meeting	NSS WING
	Ref No. <u>AGC/NSS/2025/08/12</u>	

Date: 12/08/2025

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/2025/08/12	

Date:12.08.2025

Meeting Date & Time	12-Aug-2025/3:00P.M	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	12-Aug-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. Bhupinder
Ms. Shruti Prashar	Mr. Jaspreet Singh
Mr. Shibkaran Singh	Mr. Harman Singh
Mr. Chetan Verma	
Ms. Simranpreet Kaur	
Ms. Ritika Saini	
Ms. Shikha Sharma	
Ms. Rashmeet Kaur	

Sr No.	Agenda	Discussion	Responsibility	Deadline
1.	File Maintaining	Guide the volunteers how to prepare the file	NSS Co-Ordinator	12 th August, 2025
2.	Discussion on Upcoming Event	Independence Day	NSS Co-Ordinator	15 th August, 2025
3.	Duties	Provide The Duty chart for Independence Day	NSS Co-Ordinator	12 th August, 2025
4.	Arrangements	Discussion about the arrangements of Independence Day	NSS Co-Ordinator	12 th August, 2025
5.	Budget	Prepare the Budget for Independence Day	NSS Co-Ordinator	12 th August, 2025
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	16 th August, 2025
7.	Purpose Date of Next Meeting	Next meeting with NSS Co-Ordinator	NSS Co-Ordinator	27 th August, 2025 @ 3:00 PM



Shruti Prashar
NSS Coordinator