 <b>AMRITSAR</b> GROUP OF COLLEGES	<b>Circular</b>	<b>NSS WING</b>
	Ref No. AGC/NSS/25/08/22	

Date:22-08-2025

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


**Date: 27-August-2025**


**Time: 03:00 PM**

**Venue: Conference Room (Placement Cell)**





**Agenda:**


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


  
**Shruti Prashar**  
**NSS Coordinator**

 <b>AMRITSAR</b> GROUP OF COLLEGES	<b>Attendance of Meeting</b>	<b>NSS WING</b>
	Ref No. <u>AGC/NSS/2025/08/27</u>	

Date: 27/08/2025

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

 <b>AMRITSAR</b> GROUP OF COLLEGES	<b>Minutes of Meeting</b>	<b>NSS WING</b>
	Ref No. AGC/NSS/2025/08/27	

Date: 27.08.2025

Meeting Date & Time	27Aug-2025/3:00P.M	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	27Aug-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 the volunteers how to prepare the file	NSS Co-Ordinator	27 <sup>th</sup> August,2025
2.	Discussion on Upcoming Event	Basic Life Support & First Aid Awareness Camp	NSS Co-Ordinator	29 <sup>th</sup> August, 2025
3.	Duties	Provide The Duty chart for Independence Day	NSS Co-Ordinator	27 <sup>th</sup> August,2025
4.	Arrangements	Discussion about the arrangements of Independence Day	NSS Co-Ordinator	27 <sup>th</sup> August,2025
5.	Budget	Prepare the Budget for Independence Day	NSS Co-Ordinator	27 <sup>th</sup> August,2025
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	30 <sup>th</sup> August, 2025
7.	Purpose Date of Next Meeting	Next meeting with NSS Co-Ordinator	NSS Co-Ordinator	05 <sup>th</sup> September,2025 @ 3:00 PM



Shruti Prashar  
NSS Coordinator