



AMRITSAR
GROUP OF COLLEGES

Circular

NSS WING

Ref No. AGC/NSS/25/08/2025

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



Ref No. AGC/NSS/2025/08/27

Date: 27/08/2025

S. No.	Name	Designation	Signature
1.	Mr. Amit Singh	Dean, Student Affairs	AS
2.	Ms. Shruti Prashar	Coordinator (TPO)	Shruti
3.	Ms. Rashmeet Kaur	Coordinator, Applied Sciences	AB
4.	Mr. Chetan Verma	Coordinator, EE	AB
5.	Mr. Jaspreet Singh	Coordinator, CSE	JS
6.	Ms. Ritika Saini	Coordinator, Pharmacy	Ritika Saini
7.	Mr. Shibkaran Singh	Coordinator, BHMCT	SB
8.	Ms. Shikha Sharma	Coordinator, DCA	AB
9.	Ms. Simranpreet Kaur	Coordinator, BBA	Simranpreet Kaur
10.	Mr. Harman Singh	Coordinator, ME	HS
11.	Ms. Bhupinder	Coordinator, FD	Bhupinder

Shruti
Ms. Shruti Prashar
NSS Coordinator



Minutes of Meeting

NSS WING

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. Shikaran 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 th August,2025
2.	Discussion on Upcoming Event	Basic Life Support & First Aid Awareness Camp	NSS Co-Ordinator	29 th August, 2025
3.	Duties	Provide The Duty chart for Independence Day	NSS Co-Ordinator	27 th August,2025
4.	Arrangements	Discussion about the arrangements of Independence Day	NSS Co-Ordinator	27 th August,2025
5.	Budget	Prepare the Budget for Independence Day	NSS Co-Ordinator	27 th August,2025
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	30 th August, 2025
7.	Purpose Date of Next Meeting	Next meeting with NSS Co-Ordinator	NSS Co-Ordinator	05 th September,2025 @ 3:00 PM



Shruti Prashar
NSS Coordinator