

 AMRITSAR GROUP OF COLLEGES ENGINEERING PHARMACY LAW	Circular	NSS WING
	Ref No. AGC/NSS/2025/09/02	

Date: 02-09-2025

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

Date: 05-September-2025

Time: 03:00 PM

Venue: Conference Room (Placement Cell)

Agenda:

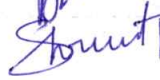
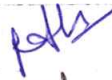
- File Maintaining
- Upcoming Event
- Budget
- Arrangements
- Duties
- Web Page Updating



Shruti Prashar
NSS Coordinator

 AMRITSAR GROUP OF COLLEGES	Attendance of Meeting	NSS WING
	Ref No. <u>AGC/NSS/2025/09/05</u>	

Date: 05/09/2025

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/2025/09/05	

Date:05.09.2025

Meeting Date & Time	05-Sep-2025/3:00P.M	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	05-Sep-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. Simranpreet Kaur
Mr. Chetan Verma	Mr. Shibkaran Singh
Mr. Jaspreet Singh	
Ms. Shruti Prashar	
Ms. Rashmeet Kaur	
Mr. Harman Singh	
Ms. Bhupinder	
Ms. Ritika Saini	
Ms. Shikha Sharma	

Sr No.	Agenda	Discussion	Responsibility	Deadline
1.	File Maintaining	Guide the volunteers how to prepare the file	NSS Co-Ordinator	5 th September, 2025
2.	Upcoming Event	Blood Donation Camp.with Punjab Kesri	NSS Co-Ordinator	9 th September, 2025
3.	Budget	Approved budget for upcoming events	NSS Program Officer	5 th September, 2025
4.	Arrangements	Discussion about the arrangements of all upcoming events	NSS Co-Ordinator	5 th September, 2025
5.	Duties	Assigned the duty for upcoming event	NSS Co-Ordinator	5 th September, 2025
6.	Web Page Updating	Update the event related photos on the social media.	NSS Co-Ordinator	6 th September, 2025


 Shruti Prashar
 NSS Coordinator