 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Under Autonomous Category</small> <small>Autonomous College (since 2014) Chartered by UGC</small>	Student Welfare Committee (Circular)	Office of Dean Students' Affair
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Ref.No. - AGC/DSA/SWC/2023/004

Date: 01-10-2023

Circular

This is to inform all the members of the Student Welfare Committee that a meeting is to be held on 03-10-2023 at 3:30 pm in the DSA Office. All the members are requested to be present for the meeting.

Agenda:

1. Planning and finalizing the budget & duties for upcoming Youth Festival 2023.
2. Arrangement for displaying the college bus timetable.
3. Provision of a guest room in the hostel for parents.
4. Setting up an additional stationery shop on campus.
5. To prepare for Hostel events – Dusshera and Chhath Puja.



Dean Students' Affair

AGC, Amritsar


Meeting of Student Welfare Committee held on 03-10-2023 at 3:30 pm in the DSA Office.

Attendees	Absentees
Aman Prasad	Kunal Prasar
Vardan Aggarwal	Manvi
Abhinav Kumar	Anshik Singh
Dhruv Kumar	Ishmeen Kaur
Gaurav Kumar	
Tanish Chopra	
Komal Gupta	
Bhanshya	
Kashish Suman	
Manya Thakur	
Rachit Nagpal	
Jyoti Kumari	
Muskanpreet Kaur	



Dean Students' Affair

AGC, Amritsar

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Under Autonomous Category</small>	Minutes of Meeting	Office of Dean Students' Affair
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Minutes of Meeting of Student Welfare Committee held on 03-10-2023 at 3:30 pm in the DSA Office.

S. N.	Agenda	Discussion	Responsibility
1.	Planning and finalizing the budget & duties for upcoming Youth Festival 2023	<p>Discussion</p> <ul style="list-style-type: none"> Reviewed plans for cultural, academic, and co-curricular events. Estimated budget requirements for venue, technical support, awards, refreshments, and contingency. Discussed allocation of responsibilities to faculty and student coordinators for smooth execution. <p>Decisions</p> <ul style="list-style-type: none"> Prepare a consolidated budget for all activities and submit for approval. Assign coordinators specific duties for event management, logistics, and participant registration. Establish clear reporting and communication channels among committees. <p>Action Points</p> <ul style="list-style-type: none"> Finalize and circulate the budget and assigned duties. Conduct follow-up meetings to ensure readiness and coordination prior to the festival. <p>Conclusion</p> <p>The committee stressed the importance of efficient budgeting and clear assignment of responsibilities to ensure the successful conduct of Youth Festival 2023.</p>	All Members
2.	Arrangement for displaying the college bus timetable.	<ul style="list-style-type: none"> Proposed installation of a permanent bus timetable board in key locations. Aim: to help students plan daily commute efficiently. Maintenance team to check suitable locations and design options. 	Estate Officer
3.	Provision of a guest room in the hostel for parents	<p>1. Current Situation:</p> <ul style="list-style-type: none"> Hostels currently do not provide formal guest accommodation for parents or guardians. 	Chief Warden

		<ul style="list-style-type: none"> Parents visiting for emergencies, admissions, or special occasions face difficulties in finding nearby short-term lodging. <p>2. Proposal:</p> <ul style="list-style-type: none"> Designate one or more rooms in the hostel as guest rooms for parents/guardians. Equip rooms with basic amenities such as bed, fan/AC, attached washroom, and drinking water. <p>3. Operational Considerations:</p> <ul style="list-style-type: none"> Implement a booking system managed by the hostel office. Maintain a logbook for all guest entries. Establish a policy covering eligibility, usage rules, charges (if applicable), and expected conduct. <p>4. Safety and Security:</p> <ul style="list-style-type: none"> Mandatory ID verification for all guests at check-in. Guests allowed only during designated hours and must adhere to hostel rules. 	
4.	Setting up an additional stationery shop on campus	<p>1. Current Situation:</p> <ul style="list-style-type: none"> The existing stationery shop is often crowded, especially during exams and project deadlines. Students from distant hostels or departments face inconvenience accessing it during short breaks. <p>2. Proposal:</p> <ul style="list-style-type: none"> Open a second stationery outlet at a convenient location (e.g., near hostels, library, or academic blocks). Stock essential items such as notebooks, pens, files, calculators, lab records, and printing/copying facilities. <p>3. Benefits:</p> <ul style="list-style-type: none"> Reduced crowding at the current shop. Greater convenience and faster service for students and faculty. Better availability of essential supplies. <p>4. Considerations:</p> <ul style="list-style-type: none"> Maintain student-friendly pricing. Ensure quality control and proper monitoring. Align operating hours with class schedules. 	Estate Officer

5.	To prepare for Hostel events – Dussehra and Chhath Puja.	<p>Key Deliberations</p> <ul style="list-style-type: none"> • Planning and organization of hostel celebrations for Dussehra and Chhath Puja were discussed. • Reviewed event schedules, venue arrangements, decorations, rituals, and cultural programs. • Safety, hygiene, and active student participation were emphasized. • Budget requirements for materials, refreshments, and awards were considered. <p>Decisions Made</p> <ul style="list-style-type: none"> • Prepare a detailed plan for both events, including timelines, responsibilities, and resources. • Assign faculty and student coordinators to oversee each segment of the events. • Ensure coordination with hostel and maintenance teams for setup and cleanliness. <p>Next Steps</p> <ul style="list-style-type: none"> • Procure materials and decorations required for both events. • Assign volunteers for different event tasks. • Monitor preparations and report readiness in the next committee meeting. 	All Members
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