

Ref.No. - AGC/DSA/SWC/2025/005

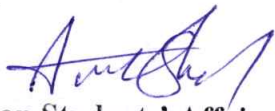
Date: 03-10-2025

**Circular**

This is to inform all the members of the Student Welfare Committee that a meeting is to be held on 03-10-2025 at 3:30 pm in the DSA Office. All the members are requested to be present for the meeting.


**Agenda:**

1. Planning and finalizing budget for upcoming Youth Festival 2025.
2. Display college bus timing board.
3. Guest room in hostel for parents.
4. Additional stationary shop.
5. Any other relevant subject at the time of meeting.



**Dean Students' Affair**

**AGC, Amritsar**

 <b>AMRITSAR</b> GROUP OF COLLEGES <small>NAAC Grade "A" 3<sup>rd</sup> Cycle under Autonomous Category</small>	<b>Student Welfare Committee Attendance (03-10-2025)</b>	<b>Office of Dean Students' Affair</b>
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Meeting of Student Welfare Committee held on 03-10-2025 at 3:30 pm in the DSA Office.

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



Dean Students' Affair

AGC, Amritsar

Minutes of Meeting of Student Welfare Committee held on 03-10-2025 at 3:30 pm in the DSA Office.

S. N.	Agenda	Discussion	Responsibility
1.	Planning and finalizing budget for upcoming Youth Festival 2025	<p><b>Discussion Points:</b></p> <ol style="list-style-type: none"> <li>1. Reviewed notification and guidelines issued by the host university regarding event categories, rules, and participation limits.</li> <li>2. Discussed the selection process for students participating in cultural, literary, technical, and sports events.</li> <li>3. Evaluated travel arrangements including mode of transport, schedule, and safety considerations.</li> <li>4. Discussed accommodation options provided by the host city/host university and additional requirements.</li> <li>5. Identified expenses related to costumes, props, practice materials, registration fees, and contingency funds.</li> <li>6. Reviewed last year's expenditure for participation in an external youth festival to estimate updated financial needs.</li> </ol> <p><b>Proposal:</b></p> <ol style="list-style-type: none"> <li>1. Prepare and approve a consolidated budget covering: <ul style="list-style-type: none"> <li>o Travel (bus/train/flight)</li> <li>o Accommodation &amp; food for participants and faculty coordinators</li> <li>o Registration fees for events</li> <li>o Costumes, props, and practice materials</li> <li>o Medical and safety arrangements</li> <li>o Contingency fund for emergency expenses</li> </ul> </li> <li>2. Finalize travel and accommodation bookings at least two weeks in advance.</li> <li>3. Nominate faculty coordinators for event-wise supervision and student discipline.</li> <li>4. Conduct pre-departure orientation for student participants regarding code of conduct, schedule, and travel safety.</li> </ol>	All Members
2.	Display college bus timing board	<p><b>1. Current Situation:</b></p> <ul style="list-style-type: none"> <li>• The existing bus timing board is not placed in a prominent location.</li> </ul>	Estate Officer

		<p><b>2. Suggestions:</b></p> <ul style="list-style-type: none"> <li>• Install a new printed board.</li> <li>• Ensure the board is regularly updated with changes in timing, especially during exams.</li> <li>• Include route numbers, and departure/arrival times clearly.</li> </ul> <p><b>3. Responsibility Assignment:</b></p> <ul style="list-style-type: none"> <li>• The transport department will coordinate with the administration to design and place the new timing board.</li> <li>• A student representative will be involved to provide feedback on board design and readability.</li> </ul>	
3.	Guest room in hostel for parents	<p><b>1. Current Scenario:</b></p> <ul style="list-style-type: none"> <li>• No formal guest accommodation is available in hostels for parents.</li> <li>• Parents visiting for emergencies, admissions, or special occasions face difficulty finding short-term lodging nearby.</li> </ul> <p><b>2. Proposal:</b></p> <ul style="list-style-type: none"> <li>• Allocate one or more rooms in the hostel as guest rooms for parents/guardians.</li> <li>• Provide basic amenities (bed, fan/AC, attached washroom, water, etc.).</li> </ul> <p><b>3. Operational Considerations:</b></p> <ul style="list-style-type: none"> <li>• Develop a booking system through the hostel office.</li> <li>• Maintain a logbook for guest entries.</li> <li>• Frame a policy for usage, including eligibility, charges (if any) and conduct.</li> </ul> <p><b>4. Safety and Security:</b></p> <ul style="list-style-type: none"> <li>• Guest ID verification mandatory at check-in.</li> <li>• Guests to be allowed only during designated hours and under hostel rules.</li> </ul>	Chief Warden
4.	Additional stationary shop	<p><b>1. Current Situation:</b></p> <ul style="list-style-type: none"> <li>• The existing stationery shop is often overcrowded, especially during exam seasons and project submission deadlines.</li> <li>• Students from far hostel blocks or departments find it inconvenient to access the current shop during short breaks.</li> </ul> <p><b>2. Proposal:</b></p> <ul style="list-style-type: none"> <li>• Open a <b>second stationery outlet</b> in another strategic location (e.g., near hostel blocks, library, or academic buildings).</li> <li>• Stock essential items: notebooks, pens, printing/copying facilities, files, calculators, lab records, etc.</li> </ul>	Estate Officer

		<b>3. Benefits:</b> <ul style="list-style-type: none"> <li>• Reduced crowding at the existing shop.</li> <li>• Improved convenience for students and faculty.</li> <li>• Faster service and better inventory availability.</li> </ul> <b>4. Points Raised:</b> <ul style="list-style-type: none"> <li>• Need to ensure pricing remains student-friendly.</li> <li>• Proper monitoring and quality control will be essential.</li> <li>• Operating hours should complement class schedules.</li> </ul>	
5.	Any other relevant subject at the time of meeting.	No specific agenda was there.	All Members

  
 Dean Students' Affairs

AGC, Amritsar