 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Under Autonomous Category</small>	Student Welfare Committee (Circular)	Office of Dean Students' Affair
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Ref.No. AGC/DSA/SWC/2024/001

Date: 14/02/2024

Circular

This is to inform all the members of the Student Welfare Committee that a meeting is to be held on 16-02-2024 at 3:30 pm in the DSA Office. All the members are requested to be present for the meeting.


Agenda:

1. Review of Previous Year's Student Welfare Initiatives.
2. Planning and Structuring Orientation Program for Freshers.
3. Strengthening Mental Health & Counseling Services.
4. To prepare budget for upcoming 11th Annual Athletic Meet.
5. To check the records of the previous semester.



Dean Students' Affair

AGC, Amritsar

 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 Attendance (16-02-2024)	Office of Dean Students' Affair
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Meeting of Student Welfare Committee held on 16-02-2024 at 3:30 pm in the DSA Office.

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



Dean Students' Affair

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 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 16-02-2024 at 3:30 pm in the DSA Office.

S. N.	Agenda	Discussion	Responsibility
1.	Review of Previous Year's Student Welfare Initiatives	<p>This section involves a comprehensive review of all welfare activities conducted in the previous academic year. The committee will evaluate the effectiveness, challenges, and student reception of initiatives such as health camps, mentorship programs, career sessions, counseling services, and grievance redressal mechanisms. The goal is to identify gaps and areas needing improvement.</p> <p>Discussion Points:</p> <ul style="list-style-type: none"> Detailed success analysis of previous welfare initiatives and programs. Identification of issues faced by students (hostel, academic pressures, financial difficulties). Reviewing reports submitted by committees like counseling cell, sports, cultural, and hostel wardens. Recommendations for continuation, modification, or discontinuation of outdated programs. Documentation of key learnings for better planning. 	All Members
2.	Planning and Structuring Orientation Program for Freshers	<p>The committee aims to design a smooth and welcoming orientation experience for new students. The objective is to ensure that freshers receive adequate information about academic expectations, available facilities, student support systems, and campus norms.</p> <p>Key Planning Components:</p> <ul style="list-style-type: none"> Introduction to anti-ragging rules, disciplinary committees, and grievance mechanisms. Faculty introductions, departmental briefings, and curriculum overviews. Campus tour covering library, labs, hostels, sports complex, and admin sections. Allocation of peer mentors and orientation volunteers. 	All Members

		<ul style="list-style-type: none"> Distribution of orientation handbooks or digital welcome kits. 	
3.	Strengthening Mental Health & Counseling Services	<p>Mental well-being is a major concern for college students. The committee will examine the current functioning of counseling services and explore ways to expand mental health support.</p> <p>Core Discussion Areas:</p> <ul style="list-style-type: none"> Review of counselor availability, student traffic, and common issues reported. Planning mental health awareness campaigns, workshops, and stress-reduction events. Implementing a confidential online appointment booking system. Creating safe spaces on campus and increasing visibility of help resources. Approving training sessions for faculty to identify and support distressed students. 	All Members
4.	To prepare budget for upcoming 11 th Annual Athletic Meet.	<p>Discussion Points:</p> <ol style="list-style-type: none"> Reviewed the proposed schedule and list of athletic events to be conducted during the Annual Athletic Meet. Discussed requirements for sports equipment, track marking materials, safety gear, and event-day logistics. Identified arrangements needed for refreshments, first-aid support, hydration points, volunteer kits, medals, and certificates. Considered costs related to venue preparation, sound system, seating arrangements, and photography/videography. Evaluated last year's expenditure to estimate necessary updates based on current pricing and increased participation. Discussed the requirement for event officials, referees, and support staff. <p>Proposals:</p> <ol style="list-style-type: none"> Prepare a detailed budget including: <ul style="list-style-type: none"> Sports equipment and event materials Ground preparation and marking Refreshments and water facilities Medical support and first-aid arrangements Medals, trophies, and certificates Logistics: sound system, seating, podium, 	All Members

		<p>banners, and printing</p> <ul style="list-style-type: none"> ○ Allowances for referees/officials <ol style="list-style-type: none"> 2. Allocate additional funds for emergency or contingency needs. 3. Finalize vendor quotations and approve procurement at the earliest. 4. Assign coordinators to oversee individual budget segments for better transparency. 	
5.	To check the records of the previous semester	<p>Overview</p> <p>The committee convened to review and verify the documentation of student-related activities conducted during the previous semester. The purpose of this agenda was to ensure that all events, participation details, reports, and outcomes were accurately recorded and maintained in accordance with institutional requirements.</p> <p>Review of Records</p> <p>Members examined the reports submitted by student clubs, departmental committees, NSS, hostel bodies, and other student organizations. These included event summaries, attendance sheets, participation records, feedback forms, and evidence of student achievements. The committee assessed the completeness, consistency, and authenticity of the submissions to ensure proper representation of all student activities.</p> <p>Observations</p> <p>The review revealed that most units had submitted well-maintained records, while a few departments and clubs had incomplete or delayed documentation. Missing participant details, unstructured reports, and absence of supporting documents were identified as key gaps. The committee noted the need for timely submission and clearer formatting of student activity reports.</p> <p>Recommendations</p> <p>To improve uniformity, the committee recommended adopting a standard reporting format for all student bodies. Clubs and committees were advised to designate a Documentation Coordinator responsible for continuous updating of activity records. Mid-semester checks were also suggested to avoid end-semester delays and to maintain accuracy.</p> <p>Action Points</p>	

		<p>Units with incomplete or pending records will be notified to revise and resubmit them within a stipulated timeline. A follow-up review will be conducted in the next meeting to ensure compliance and finalization of documentation.</p> <p>Conclusion</p> <p>The committee emphasized that accurate documentation of student-related activities is essential for transparent reporting, accreditation processes, and planning future welfare initiatives. Strengthening record-management practices will contribute to better organization and recognition of student engagement. The meeting concluded with a shared commitment to maintaining improved standards of documentation in upcoming semesters.</p>	
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