AMRITSAR GROUP OF COLLEGES

Autonomous status conferred by UGC under UGC act-1956, (2f), NAAC-A Grade,
(Formerly Known as Amritsar College of Engineering & Technology | Amritsar Pharmacy College)

Office of the Dean Student Affairs

Ref. AGC/DSA/SWC/2022/002

Dated: 13-04-2022

Circular
Student Welfare Committee

This is to inform all the members of the Student Welfare Committee that a meeting is to be held on 16-04-2022 at 3:30 pm in the DSA Office. All the members are requested to be present for the meeting.

Agenda:

1. Extracurricular Club Participation Review
2. Industrial Visits & Field Trips
3. Library Resource & E-Learning Enhancement
4. End-Semester Examination Arrangements

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AGC, Amritsar

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Attendance

Student Welfare Committee

Meeting of Student Welfare Committee held on 16-04-2022 at 3:30 pm in the DSA Office.

Attendees	Absentees
Aarav Sharma	Tanvi Deshmukh
Meera Iyer	Ananya Verma
Rohan Gupta	
Siddharth Reddy	
Kunal Patel	
Ishita Nair	
Pranav Singh	
Simran Kaur	

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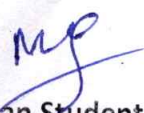**(Formerly Known as Amritsar College of Engineering & Technology | Amritsar Pharmacy College)**

Office of the Dean Student Affairs

Minutes of Meeting
Student Welfare Committee

Minutes of Meeting of Student Welfare Committee held on 16-04-2022 at 3:30 pm in the DSA Office.

S. N.	Agenda	Discussion	Responsibility
1.	Extracurricular Club Participation Review	**Current Situation:** • Technical, cultural, and literary clubs active but inconsistent. • Low engagement in NSS, photography, and coding clubs. **Proposal:** • Appoint 2 student coordinators for each club. • Create a monthly activity plan for all clubs. • Organize a "Club Showcase Day" to promote participation. **Action Plan:** • Departments to nominate coordinators within one week. • Clubs to submit yearly plan including events, practice timings, and budgets.	All Members
2.	Industrial Visits & Field Trips	**Current Situation:** • Departments requested multiple visits for practical exposure. • Many students lack industry interaction. **Problem Identified:** • Inadequate hands-on exposure and limited networking opportunities. **Proposal:** • Approve visits to manufacturing units, IT hubs, textile industries, agricultural institutes, and heritage centers in Punjab. **Action Plan:** • Finalize 6 visits for engineering, hospitality, management, and applied sciences. • Departments to collect consent forms and prepare itineraries.	All Members

		• Ensure safety guidelines and arrange proper transportation. **Benefit:** • Students gain real-world understanding, enhance learning, and improve job readiness.	
3.	Library Resource & E-Learning Enhancement	**Problem Identified:** • Insufficient competitive exam books and limited e-learning subscriptions. **Proposal:** • Purchase new books, technical manuals, and journals. • Subscribe to additional e-learning platforms and industry magazines. **Action Plan:** • Add more seating and improve lighting in reading hall. • Introduce a digital feedback system for book requests. **Benefit:** • Better academic preparation, improved self-study environment, and wider resource access.	All Members
4.	End-Semester Examination Arrangements	**Current Situation:** • Examinations scheduled; logistical planning required. **Problem Identified:** • Need for organized seating, adequate stationery, and crowd management. **Proposal:** • Increase notice boards, extend CCTV coverage, pre-distribute answer sheets. **Action Plan:** • Prepare detailed seating charts. • Set up help desk for student queries. • Assign invigilation duties in advance. **Benefit:** • Smooth exam conduction, reduced confusion, and improved transparency.	All Members

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