

Ref.No. - AGC/DSA/SWC/2024/004

Date: 19/09/2024

Circular

This is to inform all the members of the Student Welfare Committee that a meeting is to be held on 20-09-2024 at 3:00 pm in the DSA Office. All the members are requested to be present for the meeting.

Agenda:

1. Planning for upcoming hostel related events.
2. To propose the budget for Youth Festival 2024.
3. Review and evaluation of student welfare activities conducted over the past year
4. Planning and approval of welfare initiatives for the upcoming academic year.


Dean Students' Affair

AGC, Amritsar

Meeting of Student Welfare Committee held on 20-09-2024 at 3:00 pm in the DSA Office.

Attendees	Absentees
Aman Prasad	Vardan Aggarwal
Abhinav Kumar	Komal Gupta
Dhruv Kumar	Manya Thakur
Gaurav Kumar	Ishmeen Kaur
Tanish Chopra	
Bhanshya	
Kunal Prasar	
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 20-09-2024 at 3:00 pm in the DSA Office.

S. N.	Agenda	Discussion	Responsibility
1.	Planning for upcoming hostel related events.	<p>Planning & Coordination</p> <ul style="list-style-type: none"> The committee discussed organizing hostel celebrations for Nepali Dashain and Chhath Puja. Reviewed schedules, venues, decoration plans, rituals, and cultural programs. Emphasized ensuring safety, hygiene, and active participation of hostel residents. <p>1. Proposals</p> <ul style="list-style-type: none"> Develop a detailed plan for each event Implement measures to maintain decorum and manage crowd effectively. <p>2. Budget & Resources</p> <ul style="list-style-type: none"> Allocate funds for decorations, materials, refreshments, and awards. Ensure proper utilization of resources and maintain contingency provisions. <p>3. Duty Assignments</p> <ul style="list-style-type: none"> Assign faculty coordinators and student volunteers to manage various aspects of the events. <p>4. Infrastructure & Logistics</p> <ul style="list-style-type: none"> Prepare venues with seating, stage arrangements, and audio-visual requirements. Coordinate with hostel and maintenance teams for cleanliness, safety, and smooth conduct. 	All Members
2.	Planning for Upcoming Initiatives	<p>1. Discussion about hosting North Zone youth festival of IKGPTU.</p> <p>2. Event Structure</p> <ol style="list-style-type: none"> Proposed dates Venue options Activities planned <p>3. Budget and Sponsorship</p> <ol style="list-style-type: none"> Estimated budget Potential sponsors Fundraising ideas 	All Members

		<p>4. Logistics</p> <ul style="list-style-type: none"> a. Volunteer recruitment b. Accommodation and transport <p>5. Promotion and Outreach</p> <ul style="list-style-type: none"> a. Marketing strategy <p>6. Action Plan and Deadlines</p> <ul style="list-style-type: none"> a. Assigning tasks b. Timeline 	
3.	Review and evaluation of student welfare activities conducted over the past year	<p>Evaluation</p> <ul style="list-style-type: none"> • Assessed effectiveness of activities in promoting student engagement, skill development, and well-being. • Identified successes such as high participation in cultural programs and sports events. • Noted gaps including incomplete documentation, delayed reporting, and low participation in certain initiatives. <p>Proposal</p> <ul style="list-style-type: none"> • Adopt a standardized reporting format for all student welfare activities to improve documentation and evaluation. • Assign coordinators to monitor and maintain continuous records of events. • Incorporate participant feedback to enhance planning and execution of future activities. <p>Action Points</p> <ul style="list-style-type: none"> • Prepare a consolidated report summarizing achievements, gaps, and recommendations for the next academic year. • Implement improved documentation and monitoring mechanisms for all student welfare activities. • Review progress and effectiveness periodically in committee meetings. 	
4.	Planning and approval of welfare initiatives for the upcoming academic year.	<p>Planning</p> <ul style="list-style-type: none"> • The committee discussed proposed welfare initiatives for the upcoming academic year, including student health programs, skill development workshops, cultural and sports activities, and community engagement projects. • Considered resource requirements, timelines, and coordination among departments, student committees, and faculty members. • Reviewed previous year's initiatives to identify areas of success and improvement for better impact. 	All Members

	<ul style="list-style-type: none"> Proposed measures to enhance student participation, inclusivity, and engagement across all activities. 	<p>Approval</p> <ul style="list-style-type: none"> Finalized the list of welfare initiatives to be implemented in the upcoming academic year. Allocated responsibilities to faculty coordinators and student committees for smooth execution. Approved estimated budgets for each initiative, ensuring optimal utilization of resources. Decided to implement periodic monitoring and feedback mechanisms to track progress and effectiveness. 	
		<p>Next Steps</p> <ul style="list-style-type: none"> Circulate the approved initiatives, schedules, and responsibilities to all stakeholders. Begin preparatory activities, including resource procurement, volunteer assignment, and awareness campaigns. Review progress in periodic committee meetings to ensure timely and successful execution. 	



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