Ref.No. AGC/DSA/SWC/2024/002

Date: 20/03/2024

Circular

This is to inform all the members of the Student Welfare Committee that a meeting is to be held on 22-03-2024 at 3:30 pm in the DSA Office. All the members are requested to be present for the meeting.

Agenda:

1. Implementation of Peer Mentorship & Academic Assistance Schemes.
2. Skill Development & Employability Enhancement Initiatives.
3. Review & Upgradation of Library and Learning Infrastructure.
4. Planning and proposing budget for the Prayaas 2024.

Dean Students' Affair

AGC, Amritsar

Meeting of Student Welfare Committee held on 22-03-2024 at 3:30 pm in the DSA Office.

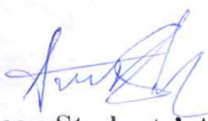| Attendees	Absentees
Aman Prasad	Dhruv Kumar
Vardan Aggarwal	Gaurav Kumar
Abhinav Kumar	Kashish Suman
Tanish Chopra	Muskanpreet Kaur
Komal Gupta	
Bhanshya	
Kunal Prasar	
Manvi	
Manya Thakur	
Rachit Nagpal	
Jyoti Kumari	
Anshik Singh	
Ishmeen Kaur	

Dean Students' Affair

AGC, Amritsar

Minutes of Meeting of Student Welfare Committee held on 22-03-2024 at 3:30 pm in the DSA Office.

S. N.	Agenda	Discussion	Responsibility
1.	Implementation of Peer Mentorship & Academic Assistance Schemes	The committee will plan structured academic support systems for students facing academic challenges. The goal is to promote collaborative learning and reduce dropout or backlogs. **Program Components:** • Creating peer tutor groups, supervised by faculty mentors. • Conducting remedial classes for difficult subjects. • Setting up helpdesk hours for first-year students. • Organizing exam-preparation workshops and subject-wise revision sessions. • Monitoring student performance through monthly review reports.	All Members
2.	Skill Development & Employability Enhancement Initiatives	To improve student employability, the committee will introduce additional skill-building programs. **Detailed Plan:** • Short-term courses on communication, leadership, entrepreneurship, soft skills. • Technical workshops (coding, digital tools, financial literacy, business tools). • Resume-writing, personal branding, interview preparation sessions. • Placement-cell partnership for industry-led training and internships. • Certification programs in collaboration with government or private partners.	All Members

3.	Review & Upgradation of Library and Learning Infrastructure	The committee will examine availability and adequacy of academic resources. **Review Areas:** • Requirement for new textbooks, reference materials, and updated journals. • Enhancing digital infrastructure—e-books, e-journals, remote library access. • Expansion of reading spaces and extension of library timings during exams. • Improvement of Wi-Fi access, seating arrangements, and silent zones. • Training students on research tools and academic resource use.	All Members
4.	Planning and proposing budget for the Prayaas 2024.	**Summary** The committee reviewed the overall requirements for *Prayaas 2024* and initiated the process of preparing a structured budget for the event. Members discussed the essential components, including logistics, venue arrangements, promotional materials, prizes, certificates, hospitality, and technical support. Previous budget data and anticipated increases in participation were considered to ensure accurate estimation. **Budget Planning** It was agreed to formulate a consolidated budget covering all major expense categories, along with a contingency provision. Coordinators were instructed to provide detailed activity requirements to support precise financial planning. **Action Points** • Collect detailed requirements from event coordinators. • Obtain vendor quotations for key services and materials. • Draft and present the final budget for approval in the next meeting. **Conclusion** The committee emphasized the need for timely and well-structured budgeting to ensure efficient execution and financial transparency for *Prayaas 2024*.	All Members

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