 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Under Autonomous Category</small>	Student Welfare Committee (Circular)	Office of Dean Students' Affairs
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Ref.No. - AGC/DSA/SWC/2024/003

Date: 20/08/2024

Circular

This is to inform all the members of the Student Welfare Committee that a meeting is to be held on 23-08-2024 at 3:00 pm in the DSA Office. All the members are requested to be present for the meeting.


Agenda:

1. Introductory orientation and induction session for new first-year students.
2. Objectives of the Student Welfare Committee.
3. Overview of Current Student Welfare Initiatives.
4. Planning for Upcoming Sports events – Table Tennis (M/W) & Badminton (M/W).
5. To examine the activity records from the preceding semester.



Dean Students' Affairs

AGC, Amritsar

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Under Autonomous Category</small>	Student Welfare Committee Attendance (23-08-2024)	Office of Dean Students' Affair
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Meeting of Student Welfare Committee held on 23-08-2024 at 3:00 pm in the DSA Office.

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



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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 23-08-2024 at 3:00 pm in the DSA Office.

S. N.	Agenda	Discussion	Responsibility
1.	Introductory orientation and induction session for new first-year students.	<p>Summary</p> <p>The committee discussed the arrangements for the upcoming orientation and induction session for newly admitted first-year students. The session is intended to introduce students to institutional policies, academic processes, student support services, and campus facilities.</p> <p>Action Points</p> <ul style="list-style-type: none"> • Finalize the complete orientation schedule and share it with all concerned departments. • Confirm speakers from Academic Affairs, Examination Cell, Student Welfare, Library, and other key units. • Prepare presentations and information briefs to be delivered during the session. • Arrange the venue, seating plan, stage setup, and audio-visual equipment. • Organize registration counters and ensure volunteer support for student assistance. • Prepare and print induction materials, including the student handbook and institutional guidelines. • Coordinate with student clubs and committees for brief introductory presentations. • Ensure signage, welcome boards, and necessary hospitality arrangements are in place. <p>Conclusion</p> <p>The committee reinforced the need for a well-organized orientation to support first-year students in adapting smoothly to the academic environment and institutional expectations.</p>	All Members
2.	Objectives of the Student Welfare Committee	<p>The Student Welfare Committee (SWC) is a vital part of an educational institution dedicated to enhancing the overall well-being of students.</p> <p>Physical and Mental Health: Support initiatives that promote physical and mental health, including counseling services, health screenings, and wellness</p>	All Members

		<p>programs.</p> <ul style="list-style-type: none"> • Safety: Ensure a safe and supportive campus environment, addressing issues such as bullying, harassment, and substance abuse. <p>Enhance Student Life:</p> <ul style="list-style-type: none"> • Extracurricular Activities: Organize and support extracurricular activities, clubs, and events that enrich student life and foster a sense of community. • Student Engagement: Encourage student participation in campus activities and leadership opportunities. <p>Foster Inclusivity and Diversity:</p> <ul style="list-style-type: none"> • Equal Opportunities: Promote policies and programs that support diversity and inclusion, ensuring that all students have equal access to opportunities and resources. • Cultural Awareness: Organize events and programs that celebrate cultural diversity and foster an inclusive campus environment. <p>Develop and Implement Welfare Programs:</p> <ul style="list-style-type: none"> • Program Development: Design and implement programs and initiatives aimed at improving student welfare and addressing identified needs. • Evaluation: Regularly assess the effectiveness of welfare programs and make adjustments based on student feedback and changing needs. <p>Collaborate with Other Departments:</p> <ul style="list-style-type: none"> • Interdepartmental Cooperation: Work closely with other departments and committees to address welfare issues comprehensively and ensure cohesive support for students. • Community Partnerships: Build partnerships with external organizations and community resources to enhance the support available to students. 	
3.	Overview of Current Student Welfare Initiatives	An overview of current student welfare initiatives typically includes a summary of programs and services designed to support various aspects of student well-being.	All Members

4.	Planning for Upcoming Sports events – Table Tennis (M/W) & Badminton (M/W).	<p>Summary</p> <p>The committee discussed the preparations required for the upcoming Table Tennis and Badminton events for both men and women. The focus was on scheduling, equipment requirements, venue readiness, and coordination of support staff.</p> <p>Action Points</p> <ul style="list-style-type: none"> • Finalize the event schedule and notify all departments and participants. • Inspect and prepare the indoor sports area, ensuring proper lighting, court markings, and equipment setup. • Procure or refill essential sports materials where required. • Assign faculty coordinators and volunteers for match supervision and record maintenance. • Arrange first-aid support and ensure availability of hydration stations. • Circulate event guidelines, rules, and timings to all registered participants. 	All Members
5.	To examine the activity records from the preceding semester.	<p>Purpose</p> <p>The committee convened to review and validate records of student-related activities from the previous semester, ensuring accuracy, completeness, and compliance with institutional standards.</p> <p>Examination of Records</p> <p>Submissions from student clubs, departmental committees, NSS, hostel bodies, and other groups were assessed. Documents included event summaries, attendance logs, participation records, feedback forms, and proof of achievements. The committee evaluated the consistency, completeness, and reliability of all entries.</p> <p>Findings</p> <p>While most units maintained proper records, some submissions were incomplete, delayed, or lacked supporting details. Key gaps included missing participant lists, unstructured reports, and inconsistent documentation.</p> <p>Recommendations</p> <ul style="list-style-type: none"> • Adopt a standardized reporting format for all student bodies. • Appoint a Documentation Coordinator in each club/committee for continuous record 	All Members

		<p>management.</p> <ul style="list-style-type: none"> • Conduct mid-semester checks to ensure timely and accurate submissions. <p>Follow-up Actions</p> <p>Units with incomplete records will be formally notified to resubmit within a specified deadline. A compliance review will be conducted in the next meeting to finalize all documentation.</p> <p>Outcome</p> <p>The committee emphasized that systematic documentation is critical for transparency, accreditation, and planning of student initiatives. Strengthened record-keeping will improve organization and ensure proper recognition of student engagement.</p>	
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