

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/2022/001

Dated: 21-02-2022

Circular Student Welfare Committee

This is to inform all the members of the Student Welfare Committee that a meeting is to be held on 24-02-2022 at 3:30 pm in the DSA Office. All the members are requested to be present for the meeting.

Agenda:

1. Planning and scheduling of internal student development workshops for the semester.
2. Review of hostel accommodation allotment and waiting list adjustment.
3. Digitalization of student services.
4. Preparation for upcoming inter-department sports competitions.



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Attendance

Student Welfare Committee

Meeting of Student Welfare Committee held on 24-02-2022 at 3:30 pm in the DSA Office.

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



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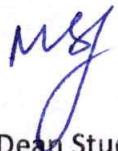
Minutes of Meeting Student Welfare Committee

Minutes of Meeting of Student Welfare Committee held on 24-02-2022 at 3:30 pm in the DSA Office.

S. N.	Agenda	Discussion	Responsibility
1.	Planning and scheduling of internal student development workshops for the semester	<p>Current Situation:</p> <ul style="list-style-type: none">Students requested more opportunities for skill enhancement.Limited workshops were conducted in the previous semester. <p>Problem Identified:</p> <ul style="list-style-type: none">Lack of structured sessions on soft skills, entrepreneurship, and basic technical skill-building. <p>Proposal:</p> <ul style="list-style-type: none">Conduct workshop series from March to May on:<ul style="list-style-type: none">Communication & confidence-buildingLeadership & team coordinationIntroductory coding sessionsEntrepreneurship and start-up basicsDigital literacy and MS Office trainingInvite trainers from local institutes and industry experts from Amritsar & Jalandhar. <p>Action Plan:</p> <ul style="list-style-type: none">Departments will finalize workshop names and dates within 2 weeks.A seminar room will be upgraded with projector and sound system.A minimum attendance requirement of 75% for certificate issuance. <p>Benefit:</p>	All Members

		<ul style="list-style-type: none"> Students will gain practical skills useful for internships, placements, and events. 	
2.	Review of hostel accommodation allotment and waiting list adjustment	<p>Current Situation:</p> <ul style="list-style-type: none"> Hostel seats nearly full; several students remain on waiting list. <p>Problem Identified:</p> <ul style="list-style-type: none"> Maintenance delays and under-utilized rooms reducing total occupancy. <p>Proposal:</p> <ul style="list-style-type: none"> Optimize room-sharing arrangements. Complete maintenance: plumbing, fans, painting, and broken furniture. Prioritize students from distant towns and rural areas. <p>Action Plan:</p> <ul style="list-style-type: none"> Two additional floors to be opened within 10 days. Conduct a hostel feedback survey to identify recurring issues. 	Chief Warden
3.	Digitalization of Student Services	<p>Problem Identified:</p> <ul style="list-style-type: none"> Administrative counters overburdened; processes slow and paperwork-heavy. <p>Proposal:</p> <ul style="list-style-type: none"> Launch digital services including: <ul style="list-style-type: none"> Fee Receipt Downloads Bus Pass Applications Exam Form Submission <p>Action Plan:</p> <ul style="list-style-type: none"> IT Department to create prototype portal by April. Start pilot testing with a small batch. 	All Members
4.	Preparation for upcoming inter-department sports competitions.	<p>Current Situation:</p> <ul style="list-style-type: none"> Students requested more sports events for physical development. <p>Problem Identified:</p> <ul style="list-style-type: none"> Grounds need preparation; equipment outdated. <p>Proposal:</p> <ul style="list-style-type: none"> Organize competitions for cricket, volleyball, 	All Members

		<p>football, badminton, athletics.</p> <p>Action Plan:</p> <ul style="list-style-type: none">• Prepare grounds a week in advance.• Purchase updated sports equipment.• Arrange medical kits & external referees. <p>Benefit:</p> <ul style="list-style-type: none">• Encourages fitness, teamwork, and departmental unity.	
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