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|  <b>AMRITSAR</b><br>GROUP OF COLLEGES<br><small>NAAC Grade "A" 3<sup>rd</sup> Cycle<br/>under Autonomous Category</small> | <b>Student Welfare Committee<br/>(Circular)</b> | <b>Office of Dean<br/>Students' Affair</b> |
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Ref.No. - AGC/DSA/SWC/2023/001

Date: 21/02/2023

### Circular

This is to inform all the members of the Student Welfare Committee that a meeting is to be held on 24-02-2023 at 3:30 pm in the DSA Office. All the members are requested to be present for the meeting.

#### Agenda:

1. To formulate the proposed activity schedule.
2. Review of Student Clubs & Activity Reports.
3. Campus Health, Hygiene & Sanitation Review.
4. Improvement of Campus Wi-Fi and Internet Connectivity.
5. Planning & purposing the budget for 10<sup>th</sup> Annual Athletic Meet.

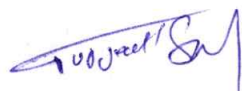


Dean Students' Affair

AGC, Amritsar

Meeting of Student Welfare Committee held on 24-02-2023 at 3:30 pm in the DSA Office.

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



**Dean Students' Affairs**

**AGC, Amritsar**


Minutes of Meeting of Student Welfare Committee held on 24-02-2023 at 3:30 pm in the DSA Office.

| S. N. | Agenda                                      | Discussion   | Responsibility |
|-------|---|--|----------------|
| 1.    | To formulate the proposed activity schedule | <p><b>Review of Previous and Planned Activities</b></p> <p>The committee examined the activities conducted during the previous semester and discussed potential initiatives for the upcoming session. Members offered suggestions covering academic, co-curricular, and student welfare events to be incorporated into the new activity calendar. The feasibility, required resources, and tentative timelines for each proposed activity were also considered.</p> <p><b>Decisions Taken</b></p> <p>It was agreed that the coordinator will consolidate all proposed activities and prepare a draft of the upcoming semester's activity calendar. The draft will be circulated among committee members for feedback and will be finalized in the next meeting.</p>  | All Members    |
| 2.    | Review of Student Clubs & Activity Reports  | <p><b>Conclusion:</b></p> <ol style="list-style-type: none"> <li>1. Examined reports submitted by all student clubs for the previous semester.</li> <li>2. Reviewed activities, events, competitions, and initiatives undertaken by each club.</li> <li>3. Evaluated student participation, engagement levels, and overall outcomes of the events.</li> <li>4. Identified gaps in documentation, including missing attendance sheets, photographs, or activity summaries.</li> <li>5. Recommended standardizing the reporting format for all clubs to ensure uniformity and completeness.</li> <li>6. Advised clubs to assign a documentation coordinator for continuous updating of records.</li> <li>7. Decided that clubs with incomplete or delayed reports must resubmit them within a specified timeline.</li> <li>8. Emphasized proper record maintenance to</li> </ol> |                |



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|    |   | facilitate planning for upcoming semester activities and for accreditation purposes.   |             |
| 3. | Campus Health, Hygiene & Sanitation Review            | <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Examined reports from housekeeping and maintenance staff regarding regular cleaning schedules and sanitation protocols.</li> <li>• Observed areas requiring immediate attention, including dust accumulation, improper waste disposal, and maintenance of washrooms and labs.</li> <li>• Discussed preventive measures for health and hygiene, including regular cleaning, pest control, and availability of hygiene supplies.</li> <li>• Emphasized awareness among students regarding responsible use of campus facilities and proper disposal of waste.</li> </ul> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li>1. Enforce routine cleaning schedules for all classrooms, laboratories, corridors, and common areas.</li> <li>2. Assign faculty and student volunteers to monitor hygiene standards in hostels and labs.</li> <li>3. Ensure continuous availability of cleaning materials, hand sanitizers, and hygiene supplies.</li> <li>4. Conduct awareness campaigns for students on personal hygiene and campus cleanliness.</li> <li>5. Report and address any maintenance or sanitation issues promptly.</li> <li>6. Conduct a follow-up review in the next committee meeting to evaluate improvements.</li> </ol> <p><b>Conclusion</b></p> <p>The committee emphasized that maintaining high standards of health and hygiene is essential for a safe and conducive learning environment. Strengthened sanitation practices, regular monitoring, and student participation will ensure a clean and healthy campus.</p> | All Members |
| 4. | Improvement of Campus Wi-Fi and Internet Connectivity | <p><b>Discussion</b></p> <p>The committee reviewed feedback from students and faculty regarding slow internet speeds, network downtime, and dead zones across campus. Current infrastructure, including routers, access points, and bandwidth allocation, was assessed. The need for</p>   | All Members |

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|    |   | <p>upgrading hardware, expanding network coverage, and ensuring reliable connectivity for classrooms, labs, hostels, and common areas was discussed. Members also emphasized the importance of secure network access and technical support for continuous monitoring and maintenance.</p> <p><b>Proposal</b></p> <ul style="list-style-type: none"> <li>• Conduct a campus-wide survey to identify weak connectivity areas.</li> <li>• Upgrade network hardware and increase bandwidth where required.</li> <li>• Optimize router placement and install additional access points for full coverage.</li> <li>• Assign IT staff for regular monitoring, troubleshooting, and maintenance.</li> <li>• Develop guidelines for students and staff on responsible and secure internet usage.</li> </ul>   |  |
| 5. | Planning & purposing the budget for 10 <sup>th</sup> Annual Athletic Meet | <p><b>Discussion</b></p> <p>The committee reviewed the requirements for the 10th Annual Athletic Meet, including sports equipment, venue preparation, awards, refreshments, and technical support. Previous expenditure reports were considered to estimate costs and ensure financial planning aligns with institutional standards.</p> <p><b>Proposal</b></p> <ul style="list-style-type: none"> <li>• Prepare a consolidated budget covering equipment, ground preparation, refreshments, awards, and technical arrangements.</li> <li>• Allocate contingency funds for unforeseen expenses.</li> <li>• Collect quotations from vendors and finalize the budget for approval in the next meeting.</li> </ul> <p><b>Conclusion</b></p> <p>The committee emphasized timely budgeting and resource planning to ensure smooth and efficient conduct of the 10th Annual Athletic Meet.</p> |  |

  
 Dean Students' Affairs  
 AGC, Amritsar