

Ref.No. - AGC/DSA/SWC/2025/001

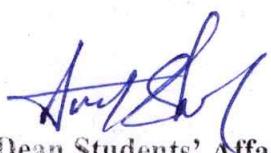
Date: 21/02/2025

## **Circular**

This is to inform all the members of the Student Welfare Committee that a meeting is to be held on 24-02-2025 at 3:30 pm in the DSA Office. All the members are requested to be present for the meeting.

### **Agenda:**

1. To Prepare proposed activity calendar.
2. Review and analysis of Student Club activities and reports
3. Campus Health, Hygiene & Sanitation Review
4. Planning for Upcoming IKGPTU Inter-College Athletics (M/W).
5. To identify and recommend suitable places for NSS activities.



Dean Students' Affairs

AGC, Amritsar

Meeting of Student Welfare Committee held on 24-02-2025 at 3:30 pm in the DSA Office.

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



**Dean Students' Affairs**

**AGC, Amritsar**

Minutes of Meeting of Student Welfare Committee held on 24-02-2025 at 3:30 pm in the DSA Office.

| S. N. | Agenda   | Discussion  | Responsibility |
|-------|--|---|----------------|
| 1.    | To Prepare proposed activity calendar.                     | <p><b>Discussion:</b></p> <p>The committee reviewed the list of activities conducted in the previous semester and discussed potential activities for the upcoming session. Members provided suggestions regarding academic, co-curricular, and welfare-related events that should be included in the new activity calendar. The timelines, feasibility, and resource requirements for each activity were also deliberated.</p> <p><b>Resolution:</b></p> <p>It was decided that the coordinator will compile all suggested activities and draft a proposed activity calendar for the upcoming semester. The draft will be shared with all committee members for review and final approval in the next meeting.</p>            | All Members    |
| 2.    | Review and analysis of Student Club activities and reports | <p>Assessing effectiveness and inclusivity of student-run clubs.</p> <p><b>Evaluation Criteria:</b></p> <ul style="list-style-type: none"> <li>• Performance reports and activity logs submitted by clubs.</li> <li>• Student participation numbers and inclusivity.</li> <li>• Budget allocation and resource requirements.</li> <li>• Proposal for new clubs (e.g., coding club, film club, entrepreneurship cell).</li> <li>• Leadership training for club office-bearers.</li> <li>• Club coordinators will be guided to maintain a uniform reporting format for all activities.</li> <li>• A meeting with club coordinators will be scheduled to discuss improvements and planning for the upcoming semester.</li> </ul> | All Members    |

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|  | <p>2. Campus Health, Hygiene &amp; Sanitation Review</p> | <p><b>1. Objective:</b><br/>To maintain high standards of cleanliness, hygiene, and medical support across all campus premises, ensuring a safe and healthy environment for students and staff.</p> <p><b>2. Inspection Areas &amp; Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>Hostels:</b> <ul style="list-style-type: none"> <li>○ Regular cleaning of bathrooms, drinking water points, and waste disposal areas.</li> <li>○ Scheduled inspections to ensure hygiene standards are maintained.</li> </ul> </li> <li>• <b>Canteen:</b> <ul style="list-style-type: none"> <li>○ Periodic checks on food quality and preparation hygiene.</li> <li>○ Ensure vendor compliance with safety and cleanliness regulations.</li> </ul> </li> <li>• <b>Campus Public Areas:</b> <ul style="list-style-type: none"> <li>○ Regular maintenance and cleanliness of walkways, common areas, and outdoor spaces.</li> </ul> </li> <li>• <b>Medical Facilities:</b> <ul style="list-style-type: none"> <li>○ Ensure medical room is well-equipped and stocked with basic medications.</li> <li>○ Regular audits of medical supplies and readiness for emergencies.</li> </ul> </li> <li>• <b>Feedback Mechanism:</b> <ul style="list-style-type: none"> <li>○ Collect feedback from students and hostel committees regarding cleanliness and health facilities.</li> <li>○ Address issues promptly and document improvements.</li> </ul> </li> </ul> <p><b>3. Implementation:</b></p> <ul style="list-style-type: none"> <li>• Form a <b>Hygiene and Health Monitoring Team</b> with representatives from the student welfare committee and hostel administration.</li> <li>• Conduct <b>monthly inspections</b> and maintain a log of findings.</li> <li>• Share inspection reports with the administration and take corrective actions as needed.</li> </ul> <p><b>4. Benefits:</b></p> <ul style="list-style-type: none"> <li>• Improved student health and well-being.</li> <li>• Enhanced campus environment and hygiene standards.</li> <li>• Increased awareness among students about cleanliness and responsible usage of facilities.</li> </ul> | <p>All Members</p> |
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|    | <p>Planning for Upcoming IKGPTU Inter-College Athletics (M/W).</p>   | <p><b>Discussion:</b><br/>The committee discussed the preparation required for the IKGPTU Inter-College Athletics (M/W) 2025. Members reviewed the tentative schedule issued by the university and identified the key events in which the institution is expected to participate. Requirements for training, selection trials, equipment, and coaching support were brought forward. Additionally, the committee emphasized motivating more students to participate and ensuring proper documentation of performance, attendance, and training sessions.</p> <p><b>Decision:</b></p> <ol style="list-style-type: none"> <li>1. Selection trials for all athletics events (M/W) will be conducted by the Sports Department as per the proposed schedule.</li> <li>2. Training sessions will be organized regularly, and external coaching support will be arranged if needed.</li> <li>3. Equipment procurement requirements will be finalized and forwarded to the administration for approval.</li> <li>4. Medical and first-aid support will be ensured during all trials and practice sessions</li> <li>5. Transportation arrangements for the final event will be coordinated in advance.</li> <li>6. A follow-up meeting will be scheduled one month before the event to review progress.</li> </ol> | All Members |
| 5. | <p>To identify and recommend suitable places for NSS activities.</p> | <p><b>Discussion:</b><br/>The committee discussed potential locations for upcoming NSS activities for the semester. Various factors such as accessibility, safety, relevance to social service objectives, availability of local community support. Suggestions included nearby villages, schools, environmental sites, old-age homes, and local NGOs where NSS volunteers could actively contribute. Members also emphasized coordinating with local authorities and ensuring prior permissions wherever necessary.</p> <p><b>Resolution:</b> It was decided that -</p> <ol style="list-style-type: none"> <li>1. A list of proposed locations will be prepared by the NSS coordinator and shared with the</li> </ol>  | All Members |

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|  |  | committee for review.<br>2. Each location will include details of activity type, expected number of volunteers, and logistics requirements.<br>3. Coordination with local authorities and communities will be initiated to confirm feasibility. |  |
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**Dean Students' Affair**

**AGC, Amritsar**