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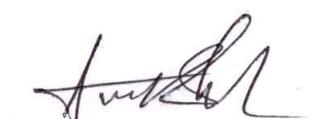
Date: 26/03/2025

Circular

This is to inform all the members of the Student Welfare Committee that a meeting is to be held on 28-03-2025 at 3:30 pm in the DSA Office. All the members are requested to be present for the meeting.

Agenda:

1. Follow up of previous meeting.
2. Planning for Upcoming events.
3. To prepare and purpose budget for various activities.
4. Review of maintenance and hygiene in labs and common areas.



Dean Students' Affair

AGC, Amritsar

Meeting of Student Welfare Committee held on 28-03-2025 at 3:30 pm in the DSA Office.

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



Dean Students' Affair

AGC, Amritsar

Minutes of Meeting of Student Welfare Committee held on 28-03-2025 at 3:30 pm in the DSA Office.

S. N.	Agenda	Discussion	Responsibility
1.	Follow up of previous meeting.	<p>Discussion:</p> <p>The committee reviewed the proposed activity calendar that was prepared in the previous meeting. Members discussed the status of each planned activity, including approvals, scheduling, resource allocation, and faculty/volunteer assignments. Any delays or challenges in organizing the activities were highlighted, and suggestions were made to ensure smooth execution. Feedback from departments involved in earlier events was also considered to improve coordination and planning.</p> <p>Resolution: It was decided that-</p> <ol style="list-style-type: none"> 1. The finalized activity calendar will be shared with all faculty and student coordinators for implementation. 2. Each activity will have an assigned in-charge responsible for execution and reporting. 3. A mid-semester review will be conducted to monitor the progress of activities as per the calendar. 4. Any required adjustments in dates, venues, or resources will be discussed in the next committee meeting. 	All Members
2.	Planning for Upcoming events	<p>As the final date of Prayaas is not decided yet so we again discuss all the points related with Prayaas preparation.</p> <ol style="list-style-type: none"> 1. Discussion about organizing Prayaas 2025 in campus. 2. Event Structure <ul style="list-style-type: none"> a. Proposed dates b. Venue options c. Activities planned 3. Budget and Sponsorship <ul style="list-style-type: none"> a. Estimated budget b. Potential sponsors 	All Members

		<p>c. Fundraising ideas</p> <p>4. Promotion and outreach</p> <p>a. Marketing strategy</p> <p>5. Action Plan and Deadlines</p> <p>a. Assigning tasks</p> <p>b. Timeline</p> <p>6. Students' Duty List</p>	
3.	To prepare and purpose budget for various activities.	<p>Deliberation:</p> <p>The committee discussed the financial requirements for upcoming student activities, specifically:</p> <ul style="list-style-type: none"> • Campus Cleanliness Drive organized by the ECO Club • Mind Maze organized by the Student Library Committee • World Health Day organized by NSS <p>Members reviewed the expected costs for each activity, including materials, logistics, promotional items, and refreshments. The need to prioritize activities based on budget availability and potential sponsorships was also discussed. Suggestions were made to ensure cost-effective planning without compromising the quality of the events.</p> <p>Decisions Taken:</p> <ol style="list-style-type: none"> 1. The Finance Sub-Committee will prepare a detailed budget proposal for each activity, including estimated costs and resource requirements. 2. Each club/committee will provide a breakdown of anticipated expenses for their respective activities. 3. The proposed budget will be submitted to the administration for approval prior to conducting the events. 4. Regular monitoring of expenses will be conducted to ensure adherence to the approved budget. 5. The committee encouraged efficient utilization of resources and exploring sponsorship opportunities where possible. 	All Members
4.	Review of maintenance and hygiene in labs and common areas	<p>Issue:</p> <p>The committee noted concerns regarding the cleanliness and maintenance of laboratory rooms, corridors, and common areas. Irregular cleaning schedules, accumulation of dust, improper waste disposal, and</p>	All Members

occasional maintenance lapses were observed, which could impact student health and the overall campus environment.

Proposal:

1. Implement a **routine cleaning and maintenance schedule** for all labs, corridors, and common areas.
2. Assign **responsibility to lab in-charges and housekeeping staff** to monitor cleanliness daily.
3. Ensure proper **waste disposal systems** and availability of cleaning supplies in all areas.
4. Conduct **awareness campaigns** among students to promote responsible use of shared spaces.
5. Report any **maintenance issues** (damaged furniture, broken fixtures, etc.) promptly to the administration.
6. Conduct a **follow-up review** in the next committee meeting to assess compliance and improvements.

Benefit:

- Maintains a **safe, hygienic, and conducive environment** for learning and research.
- Promotes **discipline and responsibility** among students and staff.
- Enhances the **overall campus experience** and reduces health risks.



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