

Ref.No. - AGC/DSA/SWC/2023/003

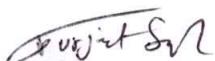
Date: 26/07/2023

## **Circular**

This is to inform all the members of the Student Welfare Committee that a meeting is to be held on 29-07-2023 at 3:30 pm in the DSA Office. All the members are requested to be present for the meeting.

### **Agenda:**

1. Orientation and Induction program for the new year students.
2. Discussion and preparation for forthcoming student-related events.
3. Reviewing the rules and behavior expected from students.
4. To verify and evaluate the students' activity records from the previous semester.
5. To outline and prepare the workshop activities for the forthcoming Youth Festival 2023.



**Dean Students' Affairs**

**AGC, Amritsar**

**Student Welfare Committee  
Attendance (29-07-2023)**

**Office of Dean  
Students' Affair**

Meeting of Student Welfare Committee held on 29-07-2023 at 3:30 pm in the DSA Office.

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



**Dean Students' Affair**

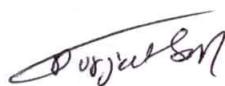
**AGC, Amritsar**

Minutes of Meeting of Student Welfare Committee held on 29-07-2023 at 3:30 pm in the DSA Office.

S. N.	Agenda	Discussion	Responsibility
	Orientation and Induction program for the new year students.	<p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>Reviewed the plan for conducting the orientation and induction program for first-year students.</li> <li>Identified departments and units to participate, including Academic Affairs, Library, IT Services, Training &amp; Placement, and Student Welfare.</li> <li>Considered including brief introductions of student clubs, co-curricular committees, and welfare initiatives to encourage engagement.</li> <li>Highlighted logistical requirements such as venue setup, seating arrangement, audio-visual support, and registration process.</li> </ul> <p><b>Decisions / Proposals</b></p> <ul style="list-style-type: none"> <li>Finalize the orientation schedule and circulate it to all departments.</li> <li>Confirm speakers and presentation requirements for each session.</li> <li>Prepare and distribute orientation material, including handbooks, guidelines, and campus information.</li> <li>Include a Q&amp;A or interactive segment for student queries.</li> </ul> <p><b>Action Points</b></p> <ul style="list-style-type: none"> <li>Set up the venue and required technical arrangements.</li> <li>Ensure registration counters and volunteer support for smooth coordination.</li> <li>Distribute induction materials to all participants.</li> <li>Review execution and feedback post-orientation for future improvements.</li> </ul> <p><b>Conclusion</b></p> <p>The committee emphasized that a well-structured orientation program is essential for a smooth transition of first-year students into the academic environment, promoting awareness, engagement, and a positive start to their college journey.</p>	

2.	Discussion and preparation for forthcoming student-related events	<ol style="list-style-type: none"> <li>1. <b>Discussion on organizing the Fresher's Event 2023 on campus.</b></li> <li>2. <b>Event Structure</b> <ol style="list-style-type: none"> <li>a. Suggested dates</li> <li>b. Possible venue options</li> <li>c. Planned activities</li> </ol> </li> <li>3. <b>Budget and Sponsorship</b> <ol style="list-style-type: none"> <li>a. Estimated overall budget</li> <li>b. Possible sponsors</li> <li>c. Ideas for fundraising</li> </ol> </li> <li>4. <b>Promotion and Outreach</b> <ol style="list-style-type: none"> <li>a. Marketing and publicity plan</li> </ol> </li> <li>5. <b>Action Plan and Deadlines</b> <ol style="list-style-type: none"> <li>a. Allocation of responsibilities</li> <li>b. Event timeline</li> </ol> </li> <li>6. <b>Student Duty List</b></li> </ol>	All Members
3.	Reviewing the rules and behavior expected from students	<ol style="list-style-type: none"> <li>1. Committee members may conduct a seminar on the "Code of Conduct" for first-year students on campus.</li> <li>2. Separate teams will be formed to ensure all first-year students across various departments are covered.</li> </ol>	All Members
4.	To verify and evaluate the students' activity records from the previous semester.	<ol style="list-style-type: none"> <li>1. The committee reviewed student activity records from clubs, departmental committees, NSS, hostel committees, and other student bodies for the previous semester.</li> <li>2. Event summaries, attendance sheets, participation details, feedback forms, and achievement documentation were examined for completeness and accuracy.</li> <li>3. Several gaps were noted, including missing participation lists, unstructured reports, and delayed submissions.</li> <li>4. It was decided to implement a standardized reporting format for all student activities to ensure consistency.</li> <li>5. Each committee will appoint a Documentation Coordinator responsible for maintaining continuous and accurate records.</li> <li>6. Mid-semester checks will be conducted to prevent last-minute discrepancies and incomplete submissions.</li> <li>7. Units with incomplete or pending records will be asked to revise and resubmit them within a defined timeline.</li> </ol>	

		<p>8. A follow-up review will be conducted in the next meeting to ensure compliance.</p> <p>9. Maintaining accurate and organized activity records is essential for transparency, effective planning, and recognition of student engagement.</p>	
5.	<p>To outline and prepare the workshop activities for the forthcoming Youth Festival 2023.</p>	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• The committee discussed the overall framework for workshops to be conducted during Youth Festival 2023.</li> <li>• Considered timelines, venue arrangements, resources, and faculty/student coordinators for each session.</li> <li>• Emphasized effective management of logistics, technical support, and participant registration.</li> </ul> <p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Proposed a mix of creative, skill-based, academic, and co-curricular workshops.</li> <li>• Included interactive sessions to enhance engagement and learning outcomes for students.</li> <li>• Assigned responsibilities to ensure smooth execution of each workshop.</li> </ul> <p><b>Proposal</b></p> <ul style="list-style-type: none"> <li>• Prepare a detailed schedule of workshops with resource requirements and submit it for review.</li> <li>• Promote workshops among students to encourage maximum participation.</li> <li>• Conduct follow-up meetings to finalize logistics, materials, and coordination before the festival.</li> </ul>	All Members



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