

# 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/2022/003

Dated: 27-08-2022

### **Circular Student Welfare Committee**

This is to inform all the members of the Student Welfare Committee that a meeting is to be held on 29-08-2022 at 3:30 pm in the DSA Office. All the members are requested to be present for the meeting.

#### Agenda:

1. Planning and preparation for hosting IKGPTU Zonal Youth Festival (North Zone) 2022.
2. Formation of sub-committees for discipline, hospitality, stage management, and infrastructure.
3. Improvement of campus facilities and student amenities (Wi-Fi, library access, water coolers, cleanliness).
4. Orientation and support arrangements for newly admitted first-year students.



Dean Student Affairs

AGC, Amritsar

# 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

### Attendance

### Student Welfare Committee

Meeting of Student Welfare Committee held on 29-08-2022 at 3:30 pm in the DSA Office.

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

*Anupreet Singh*  
Dean Student Affairs

AGC, Amritsar

# 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

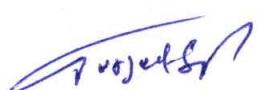
### Minutes of Meeting Student Welfare Committee

Minutes of Meeting of Student Welfare Committee held on 29-08-2022 at 3:30 pm in the DSA Office.

S. N.	Agenda	Discussion	Responsibility
1.	Planning and preparation for hosting IKGPTU Zonal Youth Festival (North Zone) 2022	<p><b>Planning</b></p> <ul style="list-style-type: none"><li>Discussed the overall strategy for hosting the North Zone Zonal Youth Festival, including cultural, academic, and co-curricular events.</li><li>Reviewed event timelines, scheduling, and coordination among various committees.</li><li>Analyzed previous editions for best practices and lessons learned.</li></ul> <p><b>Proposal</b></p> <ul style="list-style-type: none"><li>Prepare a detailed action plan outlining all events, responsibilities, and coordination mechanisms.</li><li>Suggest interactive and engaging sessions to maximize student participation.</li><li>Plan for contingencies and emergency management during the festival.</li></ul> <p><b>Budget</b></p> <ul style="list-style-type: none"><li>Estimate costs for venue arrangements, stage setup, decorations, technical support, awards, refreshments, and miscellaneous expenses.</li><li>Allocate contingency funds for unforeseen requirements.</li><li>Ensure budget adherence while maintaining quality of events.</li></ul> <p><b>Duty Chart</b></p> <ul style="list-style-type: none"><li>Assign faculty coordinators and student volunteers for each event and logistical task.</li><li>Define responsibilities for event management, participant coordination, registration, and monitoring.</li><li>Establish clear reporting and communication channels among committees.</li></ul> <p><b>Infrastructure Requirements</b></p> <ul style="list-style-type: none"><li>Identify venue requirements including halls, open grounds, stages, seating arrangements,</li></ul>	All Members

		<p>and accessibility.</p> <ul style="list-style-type: none"> <li>• Arrange sound, lighting, and audiovisual systems as per event needs.</li> <li>• Ensure hygiene, safety, and security measures are in place for all participants and visitors.</li> </ul> <p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>• Finalize the detailed action plan, duty chart, and budget.</li> <li>• Procure materials, equipment, and decorations in advance.</li> <li>• Conduct pre-festival checks and meetings to ensure readiness.</li> </ul> <p><b>Outcome</b></p> <p>The committee emphasized meticulous planning, clear allocation of duties, proper budgeting, and infrastructure readiness to ensure successful hosting of the Zonal Youth Festival with smooth execution and maximum participation.</p>	
2.	Formation of Sub-Committees	<p>To ensure smooth execution of the festival, the committee constituted:</p> <ul style="list-style-type: none"> <li>• Discipline Committee</li> <li>• Hospitality Committee</li> <li>• Stage/Event Management Committee</li> <li>• Infrastructure &amp; Technical Support Committee</li> </ul> <p>Each sub-committee was assigned a convener and asked to prepare requirement reports within one week.</p>	All Members
3.	Improvement of campus facilities and student amenities	<p>The committee reviewed feedback regarding campus facilities.</p> <p><b>Key decisions:</b></p> <ul style="list-style-type: none"> <li>• Wi-Fi routers in academic blocks to be upgraded for better bandwidth.</li> <li>• Library working hours to be extended during exam season.</li> <li>• Water coolers and RO systems to be serviced immediately.</li> <li>• Housekeeping team instructed to increase cleanliness rounds in corridors and washrooms. A request was made to prepare a cost estimate for additional seating in the reading hall.</li> </ul>	All Members

	<p>Orientation and support arrangements for newly admitted first-year students.</p>	<p><b>Key Deliberations</b></p> <ul style="list-style-type: none"> <li>Reviewed the plan for the orientation and induction program for newly admitted first-year students.</li> <li>Discussed objectives of familiarizing students with institutional policies, academic structure, campus facilities, and student support services.</li> <li>Considered including introductions to student clubs, co-curricular committees, and welfare initiatives to encourage participation.</li> <li>Addressed logistical requirements such as venue arrangement, seating, audio-visual support, and registration process.</li> </ul> <p><b>Decisions Made</b></p> <ul style="list-style-type: none"> <li>Finalize the orientation schedule and circulate it to all departments.</li> <li>Confirm speakers and sessions for each department/unit.</li> <li>Prepare and distribute orientation materials, including handbooks and campus information.</li> </ul> <p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>Set up the venue and ensure technical arrangements are ready.</li> <li>Organize registration counters and volunteers for smooth coordination.</li> <li>Collect feedback post-orientation to improve future sessions.</li> </ul> <p><b>Outcome</b></p> <p>The committee emphasized that a well-planned orientation program will ensure a smooth transition for first-year students, enhancing awareness, engagement, and a positive start to their academic journey.</p>	<p>All Members</p>
--	---	--	--------------------

  
Dean Student Affairs

AGC, Amritsar