

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.



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AGC, Amritsar

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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	



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

		<p>and accessibility.</p> <ul style="list-style-type: none"> • Arrange sound, lighting, and audiovisual systems as per event needs. • Ensure hygiene, safety, and security measures are in place for all participants and visitors. <p>Next Steps</p> <ul style="list-style-type: none"> • Finalize the detailed action plan, duty chart, and budget. • Procure materials, equipment, and decorations in advance. • Conduct pre-festival checks and meetings to ensure readiness. <p>Outcome</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"> • Discipline Committee • Hospitality Committee • Stage/Event Management Committee • Infrastructure & Technical Support Committee <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>Key decisions:</p> <ul style="list-style-type: none"> • Wi-Fi routers in academic blocks to be upgraded for better bandwidth. • Library working hours to be extended during exam season. • Water coolers and RO systems to be serviced immediately. • 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. 	All Members

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