

Student Welfare Committee (Circular)

Office of Dean
Students' Affair

Ref.No. - AGC/DSA/SWC/2025/004

Date: 26/08/2025

Circular

This is to inform all the members of the Student Welfare Committee that a meeting is to be held on 29-08-2025 at 3:30 pm in the DSA Office. All the members are requested to be present for the meeting.

Agenda:

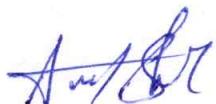
1. To check and analyze the students records for the activities of previous semester
2. Orientation for the First Year Students.
3. Planning and proposing budget for Hostel related events.
4. Code of conduct of students.
5. Any other relevant subject at the time of meeting.

Dean Students' Affair

AGC, Amritsar

Meeting of Student Welfare Committee held on 29-08-2025 at 3:30 pm in the DSA Office.

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



Dean Students' Affairs

AGC, Amritsar

Minutes of Meeting of Student Welfare Committee held on 29-08-2025 at 3:30 pm in the DSA Office.

S. N.	Agenda	Discussion	Responsibility
1.	To check and analyze the students records for the activities of previous semester	<p>Points Discussed:</p> <ol style="list-style-type: none"> Reviewed all submitted records of student activities from the previous semester. Identified incomplete or missing reports and communicated with the respective clubs/committees for submission. Noted discrepancies in participation details and requested corrections where necessary. Decided to standardize the reporting format for all student activities to ensure uniformity in future submissions. Agreed to maintain a consolidated record of all activities for administrative review and future reference. Emphasized timely submission of activity records by clubs/committees in upcoming semesters. 	All Members
2.	Orientation for the First Year Students.	<p>Decisions Taken:</p> <ol style="list-style-type: none"> Planned the orientation program for incoming first-year students to familiarize them with campus facilities, rules, and academic expectations. Decided on the schedule, venue, and timing for the orientation sessions. Assigned responsibilities to faculty and student volunteers for welcoming, guiding, and mentoring the new students. Proposed sessions on academic policies, library usage, student clubs, and welfare programs. Discussed arrangements for interactive activities to encourage participation and engagement of first-year students. Agreed to prepare an information kit and resource materials for distribution during the orientation. Emphasized the importance of feedback collection from students to improve future orientation programs. 	

3.	Planning and proposing budget for Hostel related events	<p>Proposal:</p> <ol style="list-style-type: none"> Discussed the budget requirements for upcoming hostel-related events including: <ul style="list-style-type: none"> ○ Chhath Puja ○ Nepali Dashain Celebration ○ Durga Puja ○ Talent Hunt Reviewed previous expenditure reports to estimate costs for decorations, materials, refreshments, prizes, and event logistics. Decided to prepare a detailed budget proposal for each event covering all estimated expenses. Assigned hostel coordinators and event in-charges to submit a breakdown of requirements for their respective events. Proposed the submission of the consolidated budget to the administration for approval prior to organizing the events. Emphasized cost-effective planning and exploring possible sponsorships or internal support where feasible. Agreed to monitor expenses during the events to ensure adherence to the approved budget. 	
4.	Code of conduct of students	<ol style="list-style-type: none"> Team members can conduct seminar on “Code of conduct” for 1st year students in campus. Different teams are formed to cover all the 1st year students in various department. <p>Benefits:</p> <ul style="list-style-type: none"> Ensures a safe, respectful, and disciplined campus environment. Promotes academic integrity and ethical behavior among students. Enhances student accountability and responsibility. Reduces incidents of misconduct and fosters positive interactions on campus. Provides a clear framework for resolving conflicts or disciplinary issues. 	All Members
5.	Any other relevant subject at the time of meeting.	No specific agenda was there.	All Members



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