



MODEL INSTITUTE OF ENGINEERING & TECHNOLOGY (AUTONOMOUS)

(Permanently Affiliated to the University of Jammu, NAAC 'A' Grade Accredited)

No: MIET/NSS/2025/43

Date: 11/08/2025

National Service Scheme (NSS) Minutes of Meeting

A meeting of the NSS Committee members was conducted on August 10, 2025, at 03:00 pm in Room D-206. The agenda of the meeting was as follows:

Agenda:

The following agenda was discussed in the meeting:

1. Plan and organize a series of events to celebrate Independence Day across the campus and adopted village school.
2. Finalize activities, student participation, and NSS volunteer responsibilities for the events scheduled on 12th, 13th, and 15th August.
3. Ensure coordination with the NCC Unit for the Flag Hoisting Ceremony on 15th August.
4. Discuss publicity, documentation, and report submission requirements.

Minutes of meeting:

Dr. Parveen Kumar, Convener, NSS, convened the meeting where the following points were discussed:

1. Dr. Parveen Kumar Finalized the event schedule for the college and the adopted village school on 12th & 13th August, 2025.
2. Dr. Parveen Kumar assigned the responsibilities of NSS volunteers and emphasized that a minimum of five volunteers from each department must be present on 12th and 13th August to ensure the smooth execution of events. He further directed them to coordinate with faculty members, manage participation data, and assist in overall event logistics.
3. Dr. Parveen Kumar instructed that NSS members will be responsible for publicizing the events through notice boards and social media platforms. He further directed them to compile event photographs, participation records, and certificates into a comprehensive final report for submission.
4. Dr. Parveen Kumar emphasized that student presence during all scheduled activities is mandatory. He instructed the NSS team to ensure maximum participation and to maintain and submit attendance records after each event.



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Meeting attended by:

1. Ms. Shiveta Bhat (ECE)
2. Dr. Mansi Gupta (BBA)
3. Dr. Deeksha Singh (MBA)
4. Mr. Arsalan Manzoor Zargar (CSE)
5. Mr. Abhijeet Singh (Civil)
6. Ms. Harashleen Kour (CSE)
7. Ms. Arushi Gupta (AS)

A handwritten signature in black ink, appearing to read 'Parveen Kumar'.

Dr. Parveen Kumar
NSS Convener, MIET

Copy to:

1. Director, MIET for his kind information.
2. Dean Strategy and QA for his Information.
3. All the committee members.
4. Office copy