



MODEL INSTITUTE OF ENGINEERING & TECHNOLOGY (AUTONOMOUS)
(Permanently Affiliated to the University of Jammu, NAAC 'A' Grade Accredited)

No: MIET/NSS/2025/15

Date: 02/03/2025

National Service Scheme (NSS)
Minutes of Meeting

A meeting of the NSS Committee members was conducted on March 1st, 2025, at 03:00 pm in Room D-307. The agenda of the meeting was as follows:

Agenda:

The following agenda was discussed in the meeting:

1. Review the NSS Event Tracking Sheet and discuss the progress of upcoming events.
2. Assign duties and responsibilities for the planned NSS activities in 2025.
3. Plan and finalize the timeline for events such as the Blood Donation Camp, Unnat Bharat Abhiyan visits, Legal Aid Camp, and NSS Orientation Session.
4. Ensure active student participation in all NSS initiatives.
5. Discuss strategies for effective execution and publicity of events.

Minutes of meeting:

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

1. The meeting commenced with a welcome address, followed by the delegation of responsibilities to the NSS team members.
2. An overview of the planned NSS activities for the year was provided, emphasizing their objectives and expected impact.
3. Faculty coordinators were instructed to oversee volunteer engagement and ensure the smooth execution of all initiatives.
4. Active participation from all departments was encouraged to maximize the outreach and effectiveness of the planned events.
5. Detailed discussions were held on the execution and logistical arrangements for key activities, including the Blood Donation Camp, Unnat Bharat Abhiyan visits, NSS Orientation Session, and Legal Aid Camp.
6. The importance of structured coordination with external stakeholders, such as local authorities and partner institutions, was emphasized.
7. A systematic approach for documentation and reporting was outlined to ensure proper record-keeping and impact assessment of NSS initiatives.
8. Strategies for effective publicity and awareness campaigns were discussed, including the use of social media and other communication channels.
9. Members were encouraged to maintain timely communication and collaboration to facilitate seamless event execution.



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10. The meeting concluded with a reiteration of the collective responsibility of the NSS team in ensuring the success of all planned activities.

Meeting attended by:

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

Mr. Parveen Kumar
NSS Convener, MIET

Copy to:

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