

Mar Baselios College of Engineering & Technology (Autonomous)

Council Minutes of the NSS Activities Planning

Venue: NSS Office

Date: 10.01.2025, Friday

Time: 1:00 PM

Agenda	Decisions/Deliberations	Responsibility
Introductory Remarks	The Programme Officer welcomed the NSS council members and volunteers. The objectives for January activities were outlined and participation was encouraged.	NSS Coordinators and Volunteers
Scrap Collection Week	It was decided to organize a Scrap Collection Week from 15th to 22nd January 2025. Collection points will be set up in all departments. Students will be encouraged to donate paper, plastic, and e-waste responsibly.	Waste Management Cell & NSS Volunteers
Conference Volunteering	Volunteers will assist in the upcoming National Level Technical Conference on 25th January 2025. Responsibilities include registration, hospitality, hall management, and logistics support.	NSS Volunteers
Awareness Campaign	A short awareness campaign on responsible disposal of electronic waste and paper recycling will be conducted during the Scrap Collection Week. Posters and digital content to be prepared by student teams.	NSS and Waste Management Cell
Logistics and Resource Allocation	It was agreed to coordinate with the administration for the collection and safe disposal of scrap material. Stationery and ID cards will be issued for volunteers	Programme Officer and Student Coordinators

	participating in the conference.	
Volunteer Review	A short review session will be held on 27th January 2025 to discuss the outcomes of the Scrap Week and Conference Volunteering and gather feedback from volunteers.	NSS Coordinators

Meeting Concluded at 2:00 PM

Prepared by:

Approved by:

Volunteer Secretary

NSS Programme Officer