

Mar Baselios College of Engineering & Technology (Autonomous)
Council Minutes of the NSS Activities Planning

Venue: NSS Office

Date: 22.01.2025, Wednesday

Time: 4:45 PM

Agenda	Decisions/Deliberations	Responsibility
Introductory Remarks	The Programme Officer welcomed the NSS council members and emphasized the importance of organizing a successful blood donation camp to serve the community.	NSS Programme Officer & Volunteers
Blood Donation Camp Planning	The Blood Donation Camp was scheduled for 29th January 2025 at the College Auditorium. Coordination with Red Cross and local hospitals was confirmed. Volunteers were assigned to manage registration, refreshments, logistics, and donor assistance.	NSS Coordinators & Volunteer Teams
Volunteer Orientation	A training session by the medical officer was scheduled for 27th January 2025. Volunteers will be briefed on emergency protocols, hygiene, and donor assistance.	Health Unit & Medical Coordinator
Promotion and Awareness Campaign	A campaign to raise awareness on the importance of blood donation will begin on 24th January. Posters, class visits, and digital promotions will be conducted.	Media Team & Student Representatives
Health and Safety Arrangements	Medical kits, hydration, rest zones, and sanitation measures will be arranged. Emergency medical support will be available throughout the event.	Logistics & Health Committee
Certificates and Documentation	All donors will receive appreciation certificates. The event will be documented with photos and reports for annual record-keeping.	Documentation Team & Volunteer Secretary

Meeting Concluded at: 5:30 PM

Prepared by,

Approved by:

Volunteer Secretary

NSS Programme Officer