

Fr. Conceicao Rodrigues College of Engineering

Bandstand, Bandra (W)

Mumbai-500050

14th September 2022

NOTICE

It is hereby informed that a meeting of the National Service Scheme (NSS) Committee will be held in Room No. 306, 3rd Floor of the college at 3:30 pm on 19th September 2022. The Agenda is attached.

Alisha Rawat
(NSS Coordinator)

CC: To all members of the NSS Committee Members.

Agendas

- Discuss the losses occurred in the flood.
- Discuss about the NGOs present in Assam.
- Discuss methods of arranging funds.
- Finalise products needed to be sent.
- Inform the concerned authorities in college.
- Create a plan on how to handle logistics.
- Discuss methods to spread awareness in the college.
- Any other matters.

MINUTES

Date: 19th September, 2022

Location: Fr. Conceicao Rodrigues College of Engineering, Bandstand,
Bandra(W), Mumbai 400050

Members Present:

1. Alisha Rawat
2. Sahil Purohit
3. Pranil Rego
4. Hardik Prajapati
5. Reyhaan Binny
6. Christopher Roach.

Reading and approval of minutes: The minutes of the meeting held on 19th September, 2022, was read and approved by all the members.

Agenda 1 : Discuss the losses occurred in the flood

Discussion: The members discussed the various losses faced by the people of Assam such as economical crisis, number of lives lost, destruction caused to civil properties and conditions such as deterioration of health services, no proper transport and availability of clean water.

Agenda 2 : Discuss about the NGOs present in Assam.

Discussion : It was decided to compile a list of NGOs operating in Assam, and one of the team members would obtain the necessary contact information and get in touch with these NGOs to enquire about the situation of the people in Assam and what essential amenities they require.

Action : Christopher Roach and Hardik Prajapati were assigned the task of contacting the various NGOs in Assam.

Agenda 3 : Discuss methods of arranging funds

Discussion : It was discussed that funds could be arranged by collaborating with several NGOs based in Mumbai, getting in touch with the NSS committee of other colleges and by asking our college's faculty and students to contribute as much as they can.

Action : Pranil Rego is assigned the task to coordinate with the NGOs based in Mumbai and Sahil Purohit to get in touch with the NSS committee of other colleges.

Agenda 4 : Finalise the products needed to be sent.

Discussion : It was agreed to send a variety of items, including First aid supplies, clothing, soap, tooth paste, rope, packed food items, packaged drinking water bottles and any other basic amenities.

Agenda 5 : Inform the concerned authorities in college.

Discussion : Informing the faculty in-charge of NSS about the various discussions made and incorporating any suggestions given by her and preparing a proposal for organising the donation drive in one of the classrooms which will be sent to the principal for approval.

Action: Alisha Rawat will be incharge of seeking the required permissions required for the donation drive.

Agenda 6 : Create a plan on how to handle logistics.

Discussion : After the products received from the donation drive, the products will be separated, packaged in a box, and labelled, sent to the NGO so that it can be distinguished between the various items contributed. The decision was made to contact the local courier services that are available and request them to provide a general estimate of the logistics costs involved in getting these things to Assam.

Action : Reyhaan Binny along with guidance of the faculty in-charge will contact the local courier services and compare the estimations provided by the local courier services and finalise the best suited one.

Agenda 7 : Discuss methods to spread awareness in the college.

Discussion : A date for the donation drive was discussed and finalised to be conducted from 20th September,2022 to 30th September, 2022. A message about the same would be drafted and sent to the college faculty and students via whatsapp giving them instructions and information on what they can do to help and donate, what to donate and where to donate. Also a post would be put up on the instagram handle of NSS CRCE. Adding to this banners and flyers would also be put up in the college corridors and in each classroom making the students aware about the donation drive.

Action : Pranil Rego is assigned the task to draft and send the message via whatsapp, Christopher Roach will take care of the instagram post, Reyhaan Binny, Sahil Purohit, Alisha Rawat and Hardik Prajapati are incharge of creating banners and flyers of the donation drive. Everyone will be putting them in the corridors and classrooms of the college.

Agenda 8 : Any other matters.

Discussion : No other matter was there to be discussed. Before ending the meeting, the doubts of the committee members were discussed and cleared.

Next Meeting: 23th September 2022, 3:30 pm, same location.

Alisha Rawat
(NSS Coordinator)