

Meeting of the Placement Coordinators has been scheduled as follows:

Date: 12 March 2021

Time: 02:00 PM

Venue: Conference Room (Placement Cell)

Agenda:

- **Discussion on Upcoming Placement Drive**
- **Just Dial**
- **Eligibility Criteria and Eligible Branches for Just Dial**
- **Next Meeting**

Rakesh Jaitly
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Dean Placements

Dean,
Training & Placement,
Amritsar Group of Colleges,
Amritsar.

S.No.	Name	Designation	Signature
1.	Mr. Rakesh Jaitly	Dean Placements	<u>Rakesh Jaitly</u>
2.	Ms. Shruti Prashar	Assistant Placement Officer	<u>Shruti</u>
3.	Mr. Manik Laad	Assistant Placement Officer	<u>Manik</u>
4.	Ms. Rajni Arora	APT/Soft Skills Training Coordinator	<u>Rajni</u>
5.	Ms. Amit Parashar	Industry Liaison Officer (Mahindra & Mahindra Ltd)	<u>Amit</u>
6.	Mr. Ajay Sharma	Placement Coordinator / B. Tech CSE	<u>Ajay</u>
7.	Mr. Rajbir Singh	Placement Coordinator /B. Tech ME	<u>Rajbir</u>
8.	Mr. Sandeep	Placement Coordinator /B. Tech CE	<u>Sandeep</u>
9.	Ms. Ajaypal Singh	Placement Coordinator /B. Tech EE	<u>Ajaypal</u>
10.	Ms. Ridham Pathak	Placement Coordinator /Management	<u>Ridham</u>
11.	Mr. Manbir Singh	Placement Coordinator /BHMCT	<u>Manbir</u>
12.	Ms. Sanjana Dutta	Placement Coordinator / B.Sc. Fashion Design	<u>Sanjana</u>
13.	Mr. Agyapal Singh	Placement Coordinator /B.Sc. Agriculture	<u>Agyapal</u>
14.	Ms. Arshdeep Kaur	Placement Coordinator /DCA	<u>Arshdeep Kaur</u>

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Meeting Date & Time	12-Mar-2021	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	12-Mar-2021	Meeting Chair	Mr. Rakesh Jaitly (Dean Placements)
MoM Drafted by	Ms. Shruti Prashar	Meeting Title	Weekly Meeting with Placement Committee Members

Attendees	Absentees
Mr. Rakesh Jaitly (Dean Placements) Ms. Shruti Prashar (APO) Mr. Manik Laad (APO) Mr. Ajay Sharma (B. Tech CSE) Mr. Sandeep (B. Tech CE) Ms. Rajbir Singh (B. Tech ME) Mr. Ajaypal Singh (B. Tech EE) Mr. Agyapal Singh (Agriculture) Ms. Arshdeep Kaur (Dept of Computer Application) Mr. Manbir Singh (HMCT) Ms. Rajni Arora (Apt/Soft Skill Coordinator) Ms. Sanjana Dutta (B.Sc. FD)	Mr. Amit Parashar (Industry Liaison Officer) Ms. Ridham Pathak (Management)

S.No.	Agenda	Discussion	Responsibility	Deadline
1.	Discussion on Upcoming Placement Drive	The meeting commenced with a discussion on the upcoming placement drives scheduled to be initiated.	Placement Coordinators from each Department	12-03-2021
2.	Just Dial	The committee confirmed the readiness for Just Dial drive scheduled on 16-03-2021 including ensuring students' readiness for the HR Interview.	Placement Team/Placement Coordinators from each Department	14-03-2021
3.	Eligibility Criteria and Eligible Branches for Just Dial	Eligibility Criteria 2022 passing out students. Eligible branch MBA.	Placement Coordinator from respective Department	12-03-2021
4.	Next Meeting	The next meeting is scheduled on 30 th June, 2021 at Training & Placement Cell	Placement Coordinators from each Department	12-03-2021

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