

Meeting of the Placement Coordinators has been scheduled as follows:

Date: 04 April 2023

Time: 02:00 PM

Venue: Conference Room (Placement Cell)

Agenda:

- Discussion on Upcoming Placement Drive
- Cvent
- Eligibility Criteria and Eligible Branches for Cvent
- Next Meeting

Rakesh Jaitly
Rakesh Jaitly
Dean Placements

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

Attendance of Meeting

T&P/AGC/2023/04/04 Date: 04/04/2023

**Training & Placement
Cell**

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

Rakesh Jaitly
Mr. Rakesh Jaitly
Dean Placements

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

Meeting Date & Time	04-Apr-2023	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	04-Apr-2023	Meeting Chair	Mr. Rakesh Jaitly (Dean Placements)
MoM Drafted by	Ms. Avleen Randhawa	Meeting Title	Weekly Meeting with Placement Committee Members

Attendees	Absentees
Mr. Rakesh Jaitly (Dean Placements) Mr. Avleen Randhawa (APO) Ms. Shruti Prashar (APO) Mr. Amit Parashar (Industry Liaison Officer) Ms. Sanjana Dutta (B.Sc. FD) Mr. Ajay Sharma (B. Tech CSE) Ms. Rajbir Singh (B. Tech ME) Ms. Arshdeep Kaur (Dept of Computer Application) Ms. Rajni Arora (Apt/Soft Skill Coordinator) Mr. Agyapal Singh (Agriculture) Mr. Ajaypal Singh (B. Tech EE) Mr. Sandeep (B. Tech CE) Mr. Manbir Singh (HMCT)	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	04-04-2023
2.	Cvent	The committee confirmed the readiness for Cvent drive scheduled on 10-04-2023 including ensuring students' technical and aptitude readiness for the recruitment process.	Placement Team/Placement Coordinators from each Department	09-04-2023
3.	Eligibility Criteria and Eligible Branches for Cvent	Students must have 60% in their current degree. Eligible branches Any B. Tech CSE, EE, ECE & MCA.	Placement Coordinators from respective Department	04-04-2023
4.	Next Meeting	The next meeting is scheduled on 25th April, 2023 at Training & Placement Cell	Placement Coordinators from each Department	04-04-2023


 Rakesh Jaitly
 Dean Placements

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 Training & Placement,
 Amritsar Group of Colleges.
 Amritsar