



Meeting of the Placement Coordinators has been scheduled as follows:

Date: 16 August 2023

Time: 02:00 PM

Venue: Conference Room (Placement Cell)

Agenda:

- **Updation of Student Committee Members**
- **Discussion on Upcoming Placement Drive**
- **Khanna Paper Mill**
- **Eligibility Criteria and Eligible Branches for Khanna Paper Mill**
- **Next Meeting**

Rakesh Jaitly
Rakesh Jaitly
Dean Placements

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

T&P/AGC/2023/08/16 Date: 16/08/2023

S.No.	Name	Designation	Signature
1.	Mr. Rakesh Jaitly	Dean Placements	Rakesh Jaitly
2.	Ms. Shruti Prashar	Assistant Placement Officer	Shruti
3.	Ms. Avleen Randhawa	Assistant Placement Officer	Avleen Randhawa
4.	Mr. Rishabh Arora	APT/Soft Skills Training Coordinator (Aptitude Baba)	Rishabh Arora
5.	Mr. Rajat Tak	Industry Liaison Officer (Hero MotoCorp)	Rajat
6.	Mr. Ajay Sharma	Placement Coordinator / B. Tech CSE	Ajay Sharma
7.	Mr. Prabhjot Singh	Placement Coordinator /B. Tech ME	Prabhjot Singh
8.	Mr. Sandeep Sharma	Placement Coordinator /B. Tech CE	Sandeep
9.	Mr. Ajaypal Singh	Placement Coordinator /B. Tech EE	A. pal
10.	Ms. Ridham Pathak	Placement Coordinator /Management	Ridham
11.	Mr. Manbir Singh	Placement Coordinator /BHMCT	Manbir
12.	Ms. Sanjana Dutta	Placement Coordinator / B.Sc. Fashion Design	Sanjana
13.	Ms. Shakti Galhotra	Placement Coordinator /Pharmacy	Shakti Galhotra
14.	Ms. Rajbir Kaur	Placement Coordinator /Applied Sciences	Rajbir Kaur
15.	Ms. Shivani	Placement Coordinator /Law	Shivani
16.	Ms. Arshdeep Kaur	Placement Coordinator /DCA	Arshdeep Kaur
17.	Mr. Agyapal Singh	Placement Coordinator /Agriculture	Agyapal Singh


 Mr. Rakesh Jaitly
 Dean Placements
 Training & Placement,
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 30

Meeting Date & Time	16-Aug-2023	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	16-Aug-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) Ms. Shruti Prashar (APO) Ms. Avleen Randhawa (APO) Mr. Rishabh Arora (APT/Soft Skill Training coordinator) Mr. Rajat Tak (Industry Liaison Officer) Mr. Ajay Sharma (B. Tech CSE) Ms. Rajbir Kaur (Applied Science) Mr. Ajaypal Singh (B. Tech EE) Mr. Prabhjot Singh (B. Tech ME) Ms. Shivani (Law) Ms. Shakti Galhotra (Pharmacy) Mr. Sandeep (B. Tech CE) Mr. Manbir Singh (HMCT) Ms. Arshdeep Kaur (Dept of Computer Application) Ms. Ridham Pathak (Management)	Mr. Agyapal Singh (Agriculture) Ms. Sanjana Dutta (Fashion Design)

S.No.	Agenda	Discussion	Responsibility	Deadline
1.	Updation of Student Committee Members	In view of the commencement of the new academic session, the committee discussed updating the student committee members to ensure effective functioning and active student participation.	Placement Coordinators from each Department	18-08-2023
2.	Discussion on Upcoming Placement Drive	In meeting there was discussion on the upcoming placement drives scheduled to be initiated.	Placement Coordinators from each Department	20-08-2023
3.	Khanna Paper Mill	The committee reviewed and confirmed the readiness for the Khanna Paper Mill placement drive scheduled on 22-08-2023, including verification of technical arrangements and student preparedness.	Placement Team/Placement Coordinators from each Department	21-08-2023
4.	Eligibility Criteria and Eligible Branches for Khanna Paper Mill	Students must have a minimum of 70% in their current degree. Eligible branches include B. Tech (EE, ME, ECE) and MBA.	Placement Coordinators from respective Departments	20-08-2023
5.	Next Meeting	The next meeting is scheduled on 05 th September, 2023 at Training & Placement Cell	Placement Coordinators from each Department	04-09-2023


 Rakesh Jaitly
 Dean, Placements
 Training & Placement,
 Amritsar Group of Colleges,
 Amritsar.