



Meeting of the Placement Coordinators has been scheduled as follows:

Date: 25 November 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 Jain
Rakesh Jain,
Deputy Placement Officer,
Training & Placement Cell,
Amritsar Group of Colleges,
Amritsar, Punjab, India.

Attendance of Meeting

**Training & Placement
Cell**

T&P/AGC/2023/1/25 Date: 25/1/2023

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 Kaur</i>
4.	Mr. Rishabh Arora	APT/Soft Skills Training Coordinator (Aptitude Baba)	<i>Ab</i>
5.	Mr. Rajat Tak	Industry Liaison Officer (Hero MotoCorp)	<i>Rajat</i>
6.	Mr. Ajay Sharma	Placement Coordinator / B. Tech CSE	<i>Ajay</i>
7.	Mr. Prabhjot Singh	Placement Coordinator / B. Tech ME	<i>Prabhjot</i>
8.	Mr. Sandeep Sharma	Placement Coordinator / B. Tech CE	<i>Sandeep</i>
9.	Mr. Ajaypal Singh	Placement Coordinator / B. Tech EE	<i>Ab</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.	Ms. Shakti Galhotra	Placement Coordinator / Pharmacy	<i>Ab</i>
14.	Ms. Rajbir Kaur	Placement Coordinator / Applied Sciences	<i>Rajbir</i>
15.	Ms. Shivani	Placement Coordinator / Law	<i>Shivani</i>
16.	Ms. Arshdeep Kaur	Placement Coordinator / DCA	<i>Arshdeep</i>
17.	Mr. Agyapal Singh	Placement Coordinator / Agriculture	<i>Agyapal</i>

Dear Training & Placement,
Training & Placement Cell, AMRITSAR
Group of Colleges, AMRITSAR



Meeting Date & Time	25-Nov-2023	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	25-Nov-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. Manvir Singh (APO) Mr. Ajay Sharma (B. Tech CSE) Ms. Rajbir Kaur (Applied Science) Mr. Rajat Tak (Industry Liaison Officer) Mr. Agyapal Singh (Agriculture) Mr. Prabhjit Singh (B. Tech ME) Ms. Shivani (Law) Mr. Manbir Singh (HMCT) Mr. Sandeep (B. Tech CE) Ms. Sanjana Dutta (Fashion Design) Ms. Arshdeep Kaur (Dept of Computer Application) Ms. Ridham Pathak (Management)	Ms. Shakti Galhotra (Pharmacy) Mr. Ajaypal Singh (B. Tech EE) Mr. Rishabh Arora (APT/Soft Skill Training coordinator)

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	25-11-2023
2.	Cvent Company	The committee confirmed the readiness for Cvent drive scheduled on 01-12-2023 including ensuring students' technical readiness for the recruitment process.	Placement Team/Placement Coordinators from each Department	29-11-2023
3.	Eligibility Criteria and Eligible Branches for Cvent Company	Students must have 60% in their current degree. Eligible branches B. Tech CSE & MCA respectively.	Placement Coordinators from respective Department	25-11-2023
4.	Next Meeting	The next meeting is scheduled on 07th December,2023 at Training & Placement Cell	Placement Coordinators from each Department	25-11-2023

Rejashy
 Balochsh Luthry
 Department of Training & Placement
 Dear Students