



**Meeting of the Placement Coordinators has been scheduled as follows:**

**Date: 08 February 2024**

**Time: 02:00 PM**

**Venue: Conference Room (Placement Cell)**

**Agenda:**

- **Discussion on Upcoming Placement Drive**
- **Ravenbhel Healthcare Pvt. Ltd.**
- **Eligibility Criteria and Eligible Branches for Ravenbhel Healthcare Pvt. Ltd.**
- **Next Meeting**

*Rakesh Raity*  
Rakesh Raity  
Dean Placements  
*Dean,*  
*Training & Placement,*  
*1/2024*  
*ISU*

**Attendance of Meeting**

**Training & Placement  
Cell**

T&P/AGC/2024/02/08 Date: 08/02/2024

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 Randhawa</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>Ab</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>A. pal</i>
10.	Ms. Ridham Pathak	Placement Coordinator /Management	<i>Ab</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>Shakti</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>

*Rakesh Jaitly*  
Mr. Rakesh Jaitly  
Dean & Placement  
Dean Placements



<b>Meeting Date &amp; Time</b>	<b>08-Feb-2024</b>	<b>Meeting Venue</b>	<b>Conference Room (Training &amp; Placement Cell)</b>
<b>Meeting Drafted Date</b>	<b>08-Feb-2024</b>	<b>Meeting Chair</b>	<b>Mr. Rakesh Jaitly (Dean Placements)</b>
<b>MoM Drafted by</b>	<b>Ms. Avleen Randhawa</b>	<b>Meeting Title</b>	<b>Weekly Meeting with Placement Committee Members</b>

<b>Attendees</b>	<b>Absentees</b>
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) Ms. Shakti Galhotra (Pharmacy) Mr. Agyapal Singh (Agriculture) Mr. Prabhjot Singh (B. Tech ME) Ms. Shivani (Law) Mr. Manbir Singh (HMCT) Mr. Sandeep (B. Tech CE) Mr. Ajaypal Singh (B. Tech EE) Ms. Sanjana Dutta (Fashion Design)	Mr. Rajat Tak (Industry Liaison Officer) Mr. Rishabh Arora (APT/Soft Skill Training coordinator) Ms. Ridham Pathak (Management) Ms. Arshdeep Kaur (Dept of Computer Application)

S.No.	Agenda	Discussion	Responsibility	Deadline
1.	<b>Discussion on Upcoming Placement Drive</b>	The meeting commenced with a discussion on the upcoming placement drives scheduled to be initiated.	Placement Coordinators from each Department	08-02-2024
2.	<b>Ravenbhel Healthcare Pvt. Ltd.</b>	The committee confirmed the readiness for Ravenbhel Healthcare Pvt. Ltd. drive scheduled on 15-02-2024 including ensuring students' technical readiness for the recruitment process.	Placement Team/Placement Coordinators from each Department	13-02-2024
3.	<b>Eligibility Criteria and Eligible Branches for Ravenbhel Healthcare Pvt. Ltd.</b>	Students must have 60% in their current degree. Eligible branches B. Pharmacy.	Placement Coordinator from respective Department	08-02-2024
4.	<b>Next Meeting</b>	The next meeting is scheduled on 07 <sup>th</sup> March, 2024 at Training & Placement Cell	Placement Coordinators from each Department	08-02-2024

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