 <b>AMRITSAR</b> GROUP OF COLLEGES <small>ENGINEERING   PHARMACY   LAW</small>	<b>Circular</b>		<b>Training &amp; Placement Cell</b>
	Ref No. AGC/T&P/002	Date: 21-04-2025	

**A coordinators' meeting has been scheduled with Dean Placements to discuss placement, training, and industry interaction activities.**


**Date: 23<sup>rd</sup> April, 2025**

**Time: 03:00 PM**


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

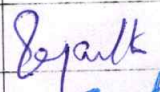
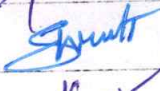
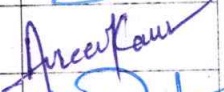

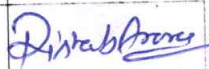
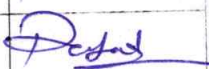
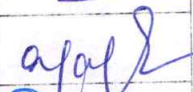
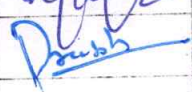

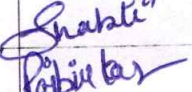
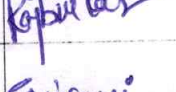


**Agenda:**

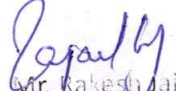
- **Assessment of Final Year Students' Placement Readiness**
- **Coordination Plan with Departmental Placement Coordinators**
- **Industry Trend and Job Role Analysis**
- **Conclusion**
- **Next Meeting**


  
**Rakesh Jaitly**  
 Dean Placements

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

 <b>AMRITSAR</b> GROUP OF COLLEGES ENGINEERING   PHARMACY   LAW	<b>Attendance of Meeting</b>	<b>Training &amp; Placement Cell</b>
	T&P/AGC/ <u>2025/04/23</u> Date: <u>23/04/2025</u>	

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

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

 <b>AMRITSAR</b> GROUP OF COLLEGES <small>ENGINEERING   PHARMACY   LAW</small>	<b>Minutes of Meeting</b>	<b>Training &amp; Placement Cell</b>
	Ref No. AGC/T&P/2025/04/23	

<b>Meeting Date &amp; Time</b>	<b>23-Apr-2025</b>	<b>Meeting Venue</b>	<b>Conference Hall (Training &amp; Placement Cell)</b>
<b>Meeting Drafted Date</b>	<b>24-Apr-2025</b>	<b>Meeting Chair</b>	<b>Mr. Rakesh Jaitly (Dean Placements)</b>
<b>MoM Drafted by</b>	<b>Ms. Rajwinder Kaur</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. Rajat Tak (Industry Liaison Officer) Ms. Shikha Sharma (DCA) Mr. Prabhjit Singh (B. Tech ME) Ms. Shivani (Law) Mr. Agyapal Singh (Agriculture) Mr. Sandeep (B. Tech CE) Ms. Rajbir Kaur (Applied Science) Mr. Hardeep Singh (Management) Mr. Ajay Sharma (B. Tech CSE) Ms. Shakti Galhotra (Pharmacy) Mr. Rishabh Arora (APT/Soft Skill Training coordinator) Ms. Bhupinder Kaur (Fashion Design)	Mr. Manbir Singh (HMCT) Mr. Chetan Varma (B. Tech EE)



S. No	Agenda	Discussion	Responsibility	Deadline
1.	Assessment of Final Year Students' Placement Readiness	Evaluation of students' preparedness through mock interviews, aptitude tests, resume reviews and soft-skill performance. Identification of students needing extra support and planning of remedial sessions.	Placement Coordinators from each Department	14-05-2025
2.	Coordination Plan with Departmental Placement Coordinators	Improve coordination and data exchange between T&P Cell and departments for smooth execution of placement activities with standardized reporting and follow-up mechanism.	Placement Team & Placement Coordinators from each Department	14-05-2025
3.	Industry Trend and Job Role Analysis	Analyze current job market trends, emerging job roles and employer expectations to align student training and placement preparation accordingly.	Placement Team	14-05-2025
4.	Conclusion	Summary of decisions taken, confirmation of assigned duties and acknowledgment of action items to be completed before the next meeting.	Placement Coordinators from each Department	14-05-2025
5.	Next Meeting	The next meeting is scheduled on 15 <sup>th</sup> May, 2025 at Training & Placement Cell	Placement Coordinators from each Department	14-05-2025

  
 Rakesh Jaitly  
 Dean Placement  
 Dean,  
 Training & Placement  
 J. J. College