



Circular

Ref No. AGC/T&P/002 Date: 21-04-2025

Training & Placement
Cell

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

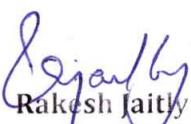
Date: 23rd April, 2025

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.

T&P/AGC/2023/04/23 Date: 23/04/2023

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

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



Meeting Date & Time	23-Apr-2025	Meeting Venue	Conference Hall (Training & Placement Cell)
Meeting Drafted Date	24-Apr-2025	Meeting Chair	Mr. Rakesh Jaitly (Dean Placements)
MoM Drafted by	Ms. Rajwinder Kaur	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. 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 th May, 2025 at Training & Placement Cell	Placement Coordinators from each Department	14-05-2025


 Rakesh Jaitly
 Dean Placement
