 AMRITSAR GROUP OF COLLEGES <small>ENGINEERING PHARMACY LAW</small>	Circular	Training & Placement Cell
	Ref No. AGC/T&P/001 Date: 12-09-2024	

Meeting of the Placement Coordinators has been scheduled as follows:

Date: 13 September 2024


Time: 02:00 PM

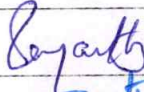
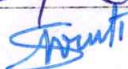
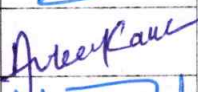
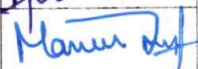

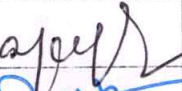
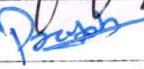



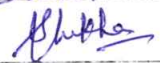
Venue: Conference Room (Placement Cell)

Agenda:


- Overview of the Previous Meeting
- Student Feedback and Expectations
- Training & Skill Development Plans
- Uploading of the Brochures
- Jaro Education
- TCS BPS NQT
- Next Meeting


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

 AMRITSAR GROUP OF COLLEGES ENGINEERING PHARMACY LAW	Attendance of Meeting	Training & Placement Cell
	T&P/AGC/2024/09/13 Date: 13/09/2024	

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)	Ab.
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	
11.	Mr. Hardeep Singh	Placement Coordinator /Management	
12.	Mr. Manbir Singh	Placement Coordinator /BHMCT	
13.	Ms. Bhupinder Kaur	Placement Coordinator / B.Sc. Fashion Design	
14.	Ms. Shakti Galhotra	Placement Coordinator /Pharmacy	Ab.
15.	Ms. Rajbir Kaur	Placement Coordinator /Applied Sciences	Ab.
16.	Ms. Shivani	Placement Coordinator /Law	
17.	Ms. Shikha Sharma	Placement Coordinator /DCA	


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

 AMRITSAR GROUP OF COLLEGES <small>ENGINEERING PHARMACY LAW</small>	Minutes of Meeting	Training & Placement Cell
	Ref No. AGC/T&P/2024/09/13	

Meeting Date & Time	13-Sep-2024	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	13-Sep-2024	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) Mr. Chetan Varma (B. Tech EE) Mr. Prabhjit Singh (B. Tech ME) Ms. Shivani (Law) Mr. Rishabh Arora (APT/Soft Skill Training coordinator) Mr. Sandeep (B. Tech CE) Mr. Hardeep Singh (Management) Ms. Shikha Sharma (Dept of Computer Application) Ms. Bhupinder Kaur (Fashion Design) Mr. Manbir Singh (HMCT)	Mr. Rajat Tak (Industry Liaison Officer) Ms. Shakti Galhotra (Pharmacy) Ms. Rajbir Kaur (Applied Science)

S.No.	Agenda	Discussion	Responsibility	Deadline
1.	Overview of the Previous Meeting	Meeting started by discussion on the key placement activities, strategies, and any updates on ongoing initiatives by the placement coordinators.	Placement Coordinators from each Department	13-09-2024
2.	Student Feedback and Expectations	Discussion on how to incorporate feedback into placement preparations and training.	Placement Coordinators from each Department	26-09-2024
3.	Training & Skill Development Plans	Update on technical, soft skills, and interview preparation workshops. Contact to industry experts for training sessions.	Placement Coordinators from each Department	26-09-2024
4.	Uploading of the Brochures	Department wise brochures should be uploaded on the official website so it becomes easy to access the information about the students.	Placement Coordinators from each Department	26-09-2024
5.	Jaro Education	Discussion with the coordinators about the last date of the registrations of students.	Placement Coordinators from Management & Engineering Department	26-09-2024
6.	TCS BPS NQT	Discussion on the Test date, steps of registration process and last date of the registration is intimated to the students.	Placement Coordinators from Management Department	26-09-2024
7.	Next Meeting	The next meeting is scheduled on 27 th September 2024 at Training & Placement Cell	Placement Coordinators from each Department	26-09-2024


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