

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

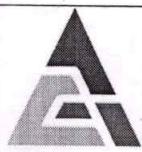
## Attendance of Meeting

 Training & Placement  
 Cell

T&amp;P/AGC/2024/09/13 Date: 13/09/2024

S.No.	Name	Designation	Signature
1.	Mr. Rakesh Jaitly	Dean Placements	Rakesh Jaitly
2.	Ms. Shruti Prashar	Assistant Placement Officer	Shruti
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

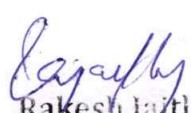
Rakesh Jaitly  
 Mr. Rakesh Jaitly  
 Dean, Placements  
 Dean, Training & Placement,  
 Amritsar Group of Colleges,  
 Amritsar.



<b>Meeting Date &amp; Time</b>	<b>13-Sep-2024</b>	<b>Meeting Venue</b>	<b>Conference Room (Training &amp; Placement Cell)</b>
<b>Meeting Drafted Date</b>	<b>13-Sep-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>
<p>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. Prabhjot 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)</p>	<p>Mr. Rajat Tak (Industry Liaison Officer) Ms. Shakti Galhotra (Pharmacy) Ms. Rajbir Kaur (Applied Science)</p>

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 <sup>th</sup> September 2024 at Training & Placement Cell	Placement Coordinators from each Department	26-09-2024

  
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