

Meeting of the Placement Coordinators has been scheduled as follows:

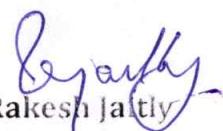
Date: 21 August 2024

Time: 02:00 PM

Venue: Conference Room (Placement Cell)

Agenda:

- Meeting with Placement Coordinators.
- Understanding Students' Expectations.
- Conclusion.
- Next Meeting.


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



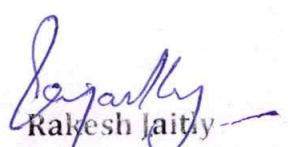
S.No.	Name	Designation	Signature
1.	Mr. Rakesh Jaitly	Dean Placements	Rakesh Jaitly
2.	Ms. Shruti Prashar	Assistant Placement Officer	Shruti
3.	Ms. Avleen Randhawa	Assistant Placement Officer	Avleen Randhawa
4.	Mr. Manvir Singh	Assistant Placement Officer	Manvir Singh
5.	Mr. Rishabh Arora	APT/Soft Skills 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

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Meeting Date & Time	21-Aug-2024	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	21-Aug-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) Ms. Rajbir Kaur (Applied Science) 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. Rajat Tak (Industry Liaison Officer) Ms. Shakti Galhotra (Pharmacy) Mr. Manbir Singh (HMCT)

S.No.	Agenda	Discussion	Responsibility	Deadline
1.	Meeting with Placement Coordinators	Principal Sir initiated a discussion on how the placement coordinators can work more effectively	Placement Coordinators from each Department	27-08-2024
2.	Understanding Students' Expectations	Gathering feedback from students regarding their career aspirations and expectations from the placement cell.	Placement Coordinators from each Department	27-08-2024
3.	Conclusion	<p>Meeting concluded with a commitment to find the students expectations regarding the training & placements.</p> <p>All coordinators are to report on their respective action items in the next scheduled meeting.</p>	Placement Coordinators from each Department	27-08-2024
4.	Next Meeting	The next meeting is scheduled on 29 th August 2024 at Training & Placement Cell	Placement Coordinators from each Department	27-08-2024


 Rakesh Jaitly
 Dean Placements
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 Amritsar Group of Colleges,
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