 AMRITSAR GROUP OF COLLEGES ENGINEERING PHARMACY LAW	Circular	Training & Placement Cell
	Ref No. AGC/T&P/001 Date: 20-08-2024	

Meeting of the Placement Coordinators has been scheduled as follows:

Date: 21 August 2024


Time: 02:00 PM

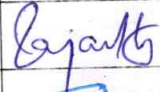


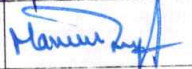
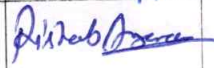


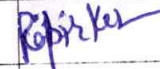
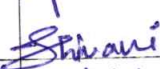
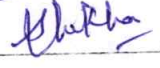
Venue: Conference Room (Placement Cell)

Agenda:


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


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

 AMRITSAR GROUP OF COLLEGES ENGINEERING PHARMACY LAW	Attendance of Meeting	Training & Placement Cell
	T&P/AGC/ <u>22/08/21</u> Date: <u>21/08/2024</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)	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	Ab.
13.	Ms. Bhupinder Kaur	Placement Coordinator / B.Sc. Fashion Design	Ab.
14.	Ms. Shakti Galhotra	Placement Coordinator /Pharmacy	Ab.
15.	Ms. Rajbir Kaur	Placement Coordinator /Applied Sciences	
16.	Ms. Shivani	Placement Coordinator /Law	
17.	Ms. Shikha Sharma	Placement Coordinator /DCA	

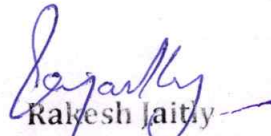

 Mr. Rakesh Jaitly
 Dean Placements
 Training & Placement,
 Amritsar Group of Colleges,
 Amritsar.

 AMRITSAR GROUP OF COLLEGES <small>ENGINEERING PHARMACY LAW</small>	Minutes of Meeting	Training & Placement Cell
	Ref No. AGC/T&P/2024/08/21	

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. 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. 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	Meeting concluded with a commitment to find the students expectations regarding the training & placements. All coordinators are to report on their respective action items in the next scheduled meeting.	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


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