



Meeting of the Placement Coordinators has been scheduled as follows:

Date: 29 August 2024

Time: 02:00 PM

Venue: Conference Room (Placement Cell)

Agenda:

- **Review of Previous Meeting.**
- **Analysis of Student Feedback.**
- **Placement Strategies.**
- **Discuss the purpose and structure of the questionnaire.**
- **Placement Drive of Khanna Paper Mill Ltd.**
- **Next Meeting.**

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

T&P/AGC/2024/08/39 Date: 29/08/2024

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

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



| | | | |
|--------------------------------|----------------------------|----------------------|--|
| Meeting Date & Time | 29-Aug-2024 | Meeting Venue | Conference Room (Training & Placement Cell) |
| Meeting Drafted Date | 29-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. 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. Manbir Singh (HMCT) | Mr. Manvir Singh (APO) Mr. Rajat Tak (Industry Liaison Officer) Ms. Shakti Galhotra (Pharmacy) |

| S.No. | Agenda | Discussion | Responsibility | Deadline |
|-------|---|---|--|----------|
| 1. | Review of Previous Meeting | Meeting initiated with follow-up on the effectiveness of department coordinators' contributions that discussed in the previous meeting. | Placement Coordinators from each Department | 30-08-24 |
| 2. | Analysis of Student Feedback | Identifying key areas of improvement based on feedback forms filled by the students. | Placement Coordinators and student volunteers from each Department | 12-09-24 |
| 3. | Placement Strategies | Planning on the specific skill-development workshops, training sessions or guest lectures. | Placement Coordinators from each Department | 12-09-24 |
| 4. | Discuss the purpose and structure of the questionnaire | The purpose of the questionnaire is to understand students' preferences regarding companies for internships, placements. Students are required to list 10 companies of their choice in the questionnaire. | Placement Coordinators from each Department | 12-09-24 |
| 5. | Placement Drive of Khanna Paper Mill Ltd. | Discussion on the placement drive of KPM. As the date of drive has decided with the recruiters. | Placement Coordinators from each Department | 12-09-24 |
| 6. | Next Meeting | The next meeting is scheduled on 13 th September 2024 at Training & Placement Cell. | Placement Coordinators from each Department | 12-09-24 |


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