 <b>AMRITSAR</b> GROUP OF COLLEGES <small>ENGINEERING   PHARMACY   LAW</small>	<b>Circular</b>	<b>Training &amp; Placement Cell</b>
	Ref No. AGC/T&P/002      Date: 28-08-2024	

**Meeting of the Placement Coordinators has been scheduled as follows:**


**Date: 29 August 2024**

**Time: 02:00 PM**


**Venue: Conference Room (Placement Cell)**

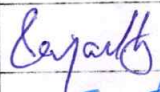
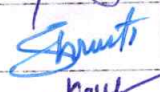
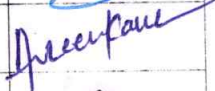
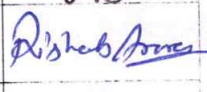
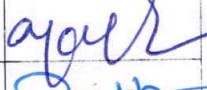


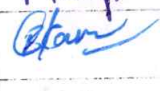
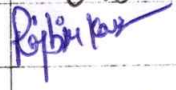
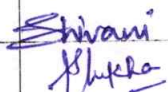
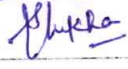
**Agenda:**

- 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**  
 Dean Placements

**Dean,  
Training & Placement,  
Amritsar Group of Colleges,**

 <b>AMRITSAR</b> GROUP OF COLLEGES ENGINEERING   PHARMACY   LAW	<b>Attendance of Meeting</b>	<b>Training &amp; Placement Cell</b>
	T&P/AGC/28/08/24 Date: 29/08/2024	

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	Ab.
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	
16.	Ms. Shivani	Placement Coordinator /Law	
17.	Ms. Shikha Sharma	Placement Coordinator /DCA	

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

 <b>AMRITSAR</b> GROUP OF COLLEGES <small>ENGINEERING   PHARMACY   LAW</small>	<b>Minutes of Meeting</b>	<b>Training &amp; Placement Cell</b>
	Ref No. AGC/T&P/2024/08/29	

<b>Meeting Date &amp; Time</b>	<b>29-Aug-2024</b>	<b>Meeting Venue</b>	<b>Conference Room (Training &amp; Placement Cell)</b>
<b>Meeting Drafted Date</b>	<b>29-Aug-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>
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. 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. 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 <sup>th</sup> 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.