 <b>AMRITSAR</b> GROUP OF COLLEGES ENGINEERING   PHARMACY   LAW	<b>Circular</b>		<b>Training &amp; Placement Cell</b>
	Ref No. AGC/T&P/002      Date: 26-09-2024		

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

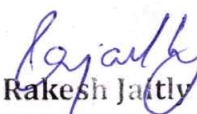
**Date: 27 September 2024**

**Time: 02:00 PM**


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

**Agenda:**

- Placement Drives.
- Planning the HR mock interview session with Career Launcher.
- Deltax virtual Placement Drive.
- Registrations for the Deltax.
- Next Meeting


  
 Rakesh Jaitly  
 Dean Placements

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

 <b>AMRITSAR</b> GROUP OF COLLEGES ENGINEERING   PHARMACY   LAW	<b>Attendance of Meeting</b>	<b>Training &amp; Placement Cell</b>
	T&P/AGC/ <u>27/09/24</u> Date: <u>27/09/24</u>	

S.No.	Name	Designation	Signature
1.	Mr. Rakesh Jaitly	Dean Placements	<i>Rakesh Jaitly</i>
2.	Ms. Shruti Prashar	Assistant Placement Officer	<i>Shruti Prashar</i>
3.	Ms. Avleen Randhawa	Assistant Placement Officer	<i>Avleen Kaur</i>
4.	Mr. Manvir Singh	Assistant Placement Officer	<i>Manvir Singh</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. Rajat</i>
7.	Mr. Ajay Sharma	Placement Coordinator / B. Tech CSE	<i>Ajay Sharma</i>
8.	Mr. Prabhjit Singh	Placement Coordinator /B. Tech ME	<i>Prabhjit Singh</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	<i>Ab. Hardeep</i>
12.	Mr. Manbir Singh	Placement Coordinator /BHMCT	<i>Manbir Singh</i>
13.	Ms. Bhupinder Kaur	Placement Coordinator / B.Sc. Fashion Design	<i>Bhupinder Kaur</i>
14.	Ms. Shakti Galhotra	Placement Coordinator /Pharmacy	<i>Shakti Galhotra</i>
15.	Ms. Rajbir Kaur	Placement Coordinator /Applied Sciences	<i>Ab. Rajbir</i>
16.	Ms. Shivani	Placement Coordinator /Law	<i>Shivani</i>
17.	Ms. Shikha Sharma	Placement Coordinator /DCA	<i>Shikha Sharma</i>

  
 Mr. Rakesh Jaitly  
 Dean Placements  
**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/2024/09/27	

<b>Meeting Date &amp; Time</b>	<b>27-Sep-2024</b>	<b>Meeting Venue</b>	<b>Conference Room (Training &amp; Placement Cell)</b>
<b>Meeting Drafted Date</b>	<b>28-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>
Mr. Rakesh Jaitly (Dean Placements) Ms. Shruti Prashar (APO) Ms. Avleen Randhawa (APO) Mr. Manvir Singh (APO) Mr. Ajay Sharma (B. Tech CSE) Ms. Shakti Galhotra (Pharmacy) 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. Manbir Singh (HMCT) Ms. Shikha Sharma (Dept of Computer Application) Ms. Bhupinder Kaur (Fashion Design)	Mr. Rajat Tak (Industry Liaison Officer) Ms. Rajbir Kaur (Applied Science) Mr. Hardeep Singh (Management)



S.No.	Agenda	Discussion	Responsibility	Deadline
1.	Placement Drives	Meeting started by discussion on the placement drives which are going to be initiated.	Placement Coordinators from each Department	15-10-2024
2.	Planning the HR mock interview session with Career Launcher	To prepare students for real-world HR interviews by simulating an actual interview experience.	Placement Coordinators from each Department	15-10-2024
3.	Deltax virtual Placement Drive	Confirm readiness for the virtual placement drive scheduled to start tomorrow, including technical arrangements and student readiness.	Placement Coordinators from CSE Department	15-10-2024
4.	Registrations for the Deltax	Download the number of registrations from the website.	Placement Team	15-10-2024
5.	Next Meeting	The next meeting is scheduled on 16 <sup>th</sup> October 2024 at Training & Placement Cell	Placement Coordinators from each Department	15-10-2024

  
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