

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.

T&P/AGC/2024/09/27 Date: 27/09/2024

S.No.	Name	Designation	Signature
1.	Mr. Rakesh Jaitly	Dean Placements	Rakesh Jaitly
2.	Ms. Shruti Prashar	Assistant Placement Officer	Shruti Prashar
3.	Ms. Avleen Randhawa	Assistant Placement Officer	Avleen Kaur
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	27-Sep-2024	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	28-Sep-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. Shakti Galhotra (Pharmacy) 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. 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 th October 2024 at Training & Placement Cell	Placement Coordinators from each Department	15-10-2024

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