



Meeting of the Placement Coordinators has been scheduled as follows:

Date: 28 October 2024

Time: 02:00 PM

Venue: Conference Room (Placement Cell)

Agenda:

- Status of the previous placement drives.
- Feedback from Placement Drives.
- Company Engagement Updates.
- Upcoming Placement Opportunities.
- Next Meeting.



Rakesh Gaitly

Dean Placements

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

Attendance of Meeting

T&P/AGC/2024/10/28 Date: 28/10/2024

**Training & Placement
Cell**

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 Randhawa</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>Rajat</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	<i>Ab.</i>
12.	Mr. Manbir Singh	Placement Coordinator /BHMCT	<i>Ab.</i>
13.	Ms. Bhupinder Kaur	Placement Coordinator / B.Sc. Fashion Design	<i>Bhupinder Kaur</i>
14.	Ms. Shakti Galhotra	Placement Coordinator /Pharmacy	<i>Ab.</i>
15.	Ms. Rajbir Kaur	Placement Coordinator /Applied Sciences	<i>Ab.</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 Placements

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



Meeting Date & Time	28-Oct-2024	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	29-Oct-2024	Meeting Chair	Mr. Rakesh Jaitly (Dean Placements)
MoM Drafted by	Ms. Rajwinder Kaur	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. Rajat Tak (Industry Liaison Officer) Mr. Rishabh Arora (APT/Soft Skill Training coordinator) Mr. Chetan Varma (B. Tech EE) Mr. Prabhjot Singh (B. Tech ME) Ms. Shivani (Law) Mr. Sandeep (B. Tech CE) Ms. Bhupinder Kaur (Fashion Design) Ms. Shikha Sharma (DCA)	Mr. Manbir Singh (HMCT) Ms. Rajbir Kaur (Applied Science) Mr. Hardeep Singh (Management) Mr. Ajay Sharma (B. Tech CSE) Ms. Shakti Galhotra (Pharmacy)

S.No.	Agenda	Discussion	Responsibility	Deadline
1.	Status of the previous placement drives	Meeting is initiated on the discussion about the status of the previous placement drives.	Placement Team	28-10-2024
2.	Feedback from Placement Drives	Discussion on the success stories or challenges faced by the students during recent placement activities.	Placement Team	12-11-2024
3.	Company Engagement Updates	Follow-ups required with companies already in contact.	Placement Team	12-11-2024
4.	Upcoming Placement Opportunities	Share updates on new companies showing interest for campus placements and finalizing schedules for upcoming drives.	Placement Coordinators from each Department	12-11-2024
5.	Next Meeting	The next meeting is scheduled on 13 th November 2024 Training & Placement Cell	Placement Coordinators from each Department	12-11-2024

Rakesh Jaitly
Rakesh Jaitly
Dean Placements

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