



Circular	Training & Placement Cell
Ref No. AGC/T&P/001	Date:07-04-2025

A coordinators' meeting has been scheduled with Dean Placements to discuss placement, training, and industry interaction activities.

Date: 09th April,2025

Time: 03:00 PM

Venue: Conference Room (Placement Cell)

Agenda:

- **Review of Previous Year's Placement Report**
- **Preparation for Upcoming Placement Season**
- **Company Outreach Plan**
- **Next Meeting.**

Rakesh Jaitly
Rakesh Jaitly
Dean Placements

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

T&P/AGC/2023/04/09 Date: 09/04/2025

S.No.	Name	Designation	Signature
1.	Mr. Rakesh Jaitly	Dean Placements	Rakesh Jaitly
2.	Ms. Shruti Prashar	Assistant Placement Officer	Shruti
3.	Ms. Avleen Randhawa	Assistant Placement Officer	Avleen Randhawa
4.	Mr. Manvir Singh	Assistant Placement Officer	Manvir Singh
5.	Mr. Rishabh Arora	APT/Soft Skills Training Coordinator (Aptitude Baba)	Ab.
6.	Mr. Rajat Tak	Industry Liaison Officer (Hero MotoCorp)	Rajat
7.	Mr. Ajay Sharma	Placement Coordinator / B. Tech CSE	Ajay
8.	Mr. Prabhjot Singh	Placement Coordinator /B. Tech ME	Prabhjot
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	Manbir Singh
13.	Ms. Bhupinder Kaur	Placement Coordinator / B.Sc. Fashion Design	Ab.
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	Ab.


 Mr. Rakesh Jaitly
 Dean Placements

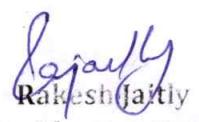
 Dean,
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 Amritsar.



Meeting Date & Time	09-Apr-2025	Meeting Venue	Conference Hall (Training & Placement Cell)
Meeting Drafted Date	10-Apr-2025	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. Chetan Varma (B. Tech EE) Mr. Prabhjot Singh (B. Tech ME) Ms. Shivani (Law) Mr. Sandeep (B. Tech CE) Mr. Manbir Singh (HMCT) Ms. Rajbir Kaur (Applied Science) Mr. Hardeep Singh (Management) Mr. Ajay Sharma (B. Tech CSE) Ms. Shakti Galhotra (Pharmacy)	Ms. Shikha Sharma (DCA) Mr. Rishabh Arora (APT/Soft Skill Training coordinator) Ms. Bhupinder Kaur (Fashion Design)

S. No	Agenda	Discussion	Responsibility	Deadline
1.	Review of Previous Year's Placement Report	Summary and analysis of last year's placement performance, highlighting strengths and areas for improvement.	Placement Team	09-04-2025
2.	Preparation for Upcoming Placement Season	Discussion on student skill assessments, resume reviews, and soft-skills enhancement sessions.	Placement Coordinators from each Department	22-04-2025
3.	Company Outreach Plan	Strategy for reaching out to new recruiters and strengthening ties with existing ones.	Placement Team	22-04-2025
4.	Next Meeting	The next meeting is scheduled on 23 rd April, 2025 at Training & Placement Cell	Placement Coordinators from each Department	22-04-2025


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