



**Circular**  
Ref No. AGC/T&P/001 Date:12-05-2025

**Training & Placement Cell**

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

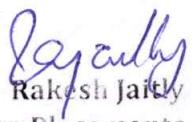
**Date: 15<sup>th</sup> May,2025**

**Time: 03:00 PM**

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

**Agenda:**

- Skill Development Initiatives
- Employer Engagement Strategy
- Alumni & Network Utilization
- Promotion of Placement Achievements
- Next Meeting

  
Rakesh Jaity  
Dean Placements

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

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)	Rishabh Arora
6.	Mr. Rajat Tak	Industry Liaison Officer (Hero MotoCorp)	Rajat
7.	Mr. Ajay Sharma	Placement Coordinator / B. Tech CSE	Ajay
8.	Mr. Prabhjit Singh	Placement Coordinator /B. Tech ME	Prabhjit 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

Rakesh Jaitly  
Mr. Rakesh Jaitly  
Dean Placements

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Training & Placement,  
Amritsar Group of Colleges,  
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<b>Meeting Date &amp; Time</b>	<b>15-May-2025</b>	<b>Meeting Venue</b>	Conference Hall (Training & Placement Cell)
<b>Meeting Drafted Date</b>	<b>15-May-2025</b>	<b>Meeting Chair</b>	Mr. Rakesh Jaitly (Dean Placements)
<b>MoM Drafted by</b>	<b>Ms. Rajwinder Kaur</b>	<b>Meeting Title</b>	Weekly Meeting with Placement Committee Members

<b>Attendees</b>	<b>Absentees</b>
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) Ms. Shikha Sharma (DCA) Mr. Hardeep Singh (Management) Ms. Bhupinder Kaur (Fashion Design) Mr. Ajay Sharma (B. Tech CSE) Ms. Shakti Galhotra (Pharmacy) Mr. Sandeep (B. Tech CE)	Mr. Manbir Singh (HMCT) Mr. Chetan Varma (B. Tech EE) Mr. Prabhjot Singh (B. Tech ME) Ms. Rajbir Kaur (Applied Science) Ms. Shivani (Law)

S. No	Agenda	Discussion	Responsibility	Deadline
1.	Skill Development Initiatives	Plan workshops, certifications, and training sessions to enhance students' technical and soft skills relevant to industry needs.	Placement Team	23-05-2025
2.	Employer Engagement Strategy	Strengthen relationships with current recruiters and explore opportunities with new companies for campus drives.	Placement Team	23-05-2025
3.	Alumni & Network Utilization	Leverage alumni for referrals, mentorship, and industry insights to increase placement opportunities	Placement Coordinators from each Department	23-05-2025
4.	Promotion of Placement Achievements	Showcase student placement successes via social media, website and campus displays to attract recruiters.	Placement Team	23-05-2025
5.	Next Meeting	The next meeting is scheduled on 6 <sup>th</sup> August, 2025 at Training & Placement Cell	Placement Coordinators from each Department	23-05-2025

  
 Rakesh Dattly  
 Dean Placements  
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 Training & Placement,  
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