

 <p>AMRITSAR GROUP OF COLLEGES ENGINEERING PHARMACY LAW</p>	<p>Circular</p> <hr/> <p>Ref No. AGC/T&P/001 Date: 06.08.2025</p>	<p>Training & Placement Cell</p>
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A coordinators' meeting has been scheduled with Dean Placements to discuss placement, training, and industry interaction activities.

Date: 06th August,2025

Time: 02:00 PM

Venue: Conference Room (Placement Cell)

Agenda:

- Meeting with Coordinators.
- Understanding Students' Expectations.
- List of Students Pursuing Higher Studies.
- Conclusion.
- Next Meeting.

Rakesh Jaitly
Rakesh Jaitly
Dean Placements
Dean, Training & Placement, Amritsar Group of Colleges
AGC

Attendance of Meeting

T&P/AGC/2025/08/06 Date: 06/08/25

**Training & Placement
Cell**

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	Ab
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. Harmanjeet Singh	Placement Coordinator /B. Tech ME	Harmanjeet Singh
9.	Mr. Sandeep Sharma	Placement Coordinator /B. Tech CE	Sandeep
10.	Mr. Sanamdeep Singh	Placement Coordinator /B. Tech EE	Ab
11.	Ms. Gagandeep Kaur	Placement Coordinator /Management	Gagandeep Kaur
12.	Mr. Manbir Singh	Placement Coordinator /BHMCT	Manbir Singh
13.	Ms. Bhupinder Kaur	Placement Coordinator / B.Sc. Fashion Design	Bhupinder Kaur
14.	Ms. Ranbir Singh	Placement Coordinator /Pharmacy	Ranbir Singh
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
Training & Placement,
Amritsar Group of Colleges,
Amritsar.

Meeting Date & Time	06-Aug-2025	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	06-Aug-2025	Meeting Chair	Dr. Gaurav Tejpal (Principal)
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) Mr. Manvir Singh (APO) Mr. Rajat Tak (Industry Liaison Officer) Mr. Rishabh Arora (APT/Soft Skill Training coordinator) Mr. Harmanjit Singh (B. Tech ME) Ms. Shikha Sharma (DCA) Mr. Hardeep Singh (Management) Ms. Bhupinder Kaur (Fashion Design) Mr. Ranbir Singh (Pharmacy) Mr. Sandeep (B. Tech CE) Mr. Ajay Sharma (B. Tech CSE) Mr. Manbir Singh (HMCT) Ms. Rajbir Kaur (Applied Science)	Ms. Shivani (Law) Mr. Sanamdeep Singh (B. Tech EE) Ms. Avleen Randhawa (APO)

S.No.	Agenda	Discussion	Responsibility	Deadline
1.	Meeting with Coordinators	The meeting initiated a discussion on strategies to improve the functioning of placement, training & Industry Interaction coordinators.	Coordinators from each Department	07-08-2025
2.	Understanding Students' Expectations	The coordinators should observe that the low interest in placements is largely due to students opting for competitive exams and preferring specific job locations. It was further advised to document Family Business details such as Company Names, Turnover and Partners for a better understanding of student career choices.	Coordinators from each Department	07-08-2025
3.	List of Students Pursuing Higher Studies	Coordinators prepared a list of students planning to pursue higher education, including their intended courses and institutions.	Coordinators from each Department	07-08-2025
4.	Conclusion	Meeting concluded with a commitment to find the students expectations regarding the training & placements. All Coordinators will submit updated data in the next meeting.	Coordinators from each Department	07-08-2025

5.	Next Meeting	The next meeting is scheduled on 08 th August 2025 at Training & Placement Cell	Coordinators from each Department	07-08-2025
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 Rakesh Jaitly
 Dean Placements
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 Training & Placement,
 Amritsar Group of Colleges,
 Amritsar.