 AMRITSAR GROUP OF COLLEGES <small>ENGINEERING PHARMACY LAW</small>	Circular		Training & Placement Cell
	Ref No. AGC/T&P/002	Date:07.08.2025	

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

Date: 08th August,2025


Time: 02:00 PM

Venue: Conference Room (Placement Cell)

Agenda:


- Review of Previous Meeting.
- Appointment of Final-Year Student as Committee Members.
- Collection of Pre-Final Year Student Database.
- Provision of Company List.
- Next Meeting.


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

 AMRITSAR GROUP OF COLLEGES ENGINEERING PHARMACY LAW	Attendance of Meeting	Training & Placement Cell
	T&P/AGC/ <u>2025/03/08</u> Date: <u>08/08/2025</u>	

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>Ab</i>
4.	Mr. Manvir Singh	Assistant Placement Officer	<i>Manvir Singh</i>
5.	Mr. Rishabh Arora	APT/Soft Skills Training Coordinator (Aptitude Baba)	<i>Ab</i>
6.	Mr. Rajat Tak	Industry Liaison Officer (Hero MotoCorp)	<i>Ab</i>
7.	Mr. Ajay Sharma	Placement Coordinator / B. Tech CSE	<i>Ajay Sharma</i>
8.	Mr. Harmanjeet Singh	Placement Coordinator /B. Tech ME	<i>Harmanjeet Singh</i>
9.	Mr. Sandeep Sharma	Placement Coordinator /B. Tech CE	<i>Sandeep Sharma</i>
10.	Mr. Sanamdeep Singh	Placement Coordinator /B. Tech EE	<i>Sanamdeep Singh</i>
11.	Ms. Gagandeep Kaur	Placement Coordinator /Management	<i>Gagan</i>
12.	Mr. Manbir Singh	Placement Coordinator /BHMCT	<i>Manbir Singh</i>
13.	Ms. Bhupinder Kaur	Placement Coordinator / B.Sc. Fashion Design	<i>Bhupinder Kaur</i>
14.	Ms. Ranbir Singh	Placement Coordinator /Pharmacy	<i>Ranbir Singh</i>
15.	Ms. Rajbir Kaur	Placement Coordinator /Applied Sciences	<i>Rajbir Kaur</i>
16.	Ms. Shivani	Placement Coordinator /Law	<i>Ab</i>
17.	Ms. Shikha Sharma	Placement Coordinator /DCA	<i>Shikha</i>

Rakesh Jaitly
 Dean,
 Training & Placement,
 Amritsar Group of Colleges,
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 AMRITSAR GROUP OF COLLEGES <small>ENGINEERING PHARMACY LAW</small>	Minutes of Meeting	Training & Placement Cell
	Ref No. AGC/T&P/2025/08/08	

Meeting Date & Time	08-Aug-2025	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	08-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. Sanamdeep Singh (B. Tech EE) 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. Gagandeep Kaur (Management)	Ms. Shivani (Law) Ms. Avleen Randhawa (APO) Mr. Rajat Tak (Industry Liaison Officer) Mr. Rishabh Arora (APT/Soft Skill Training coordinator)

S.No.	Agenda	Discussion	Responsibility	Deadline
1.	Review of Previous Meeting	Meeting initiated with follow-up on the effectiveness of department coordinators' contributions discussed in the previous meeting.	Coordinators from each Department	22-09-2025
2.	Appointment of Final-Year Student as Committee Members	Selection of 25% of final-year students from each department to serve as placement committee members to enhance communication and student engagement.	Coordinators from each Department	22-09-2025
3.	Collection of Pre-Final Year Student Database	Coordinators to collect and submit updated academic, contact, and career interest details of all pre-final year students.	Coordinators from each Department	22-09-2025
4.	Provision of Company List	The Placement Cell will provide a list of follow-up recruiting companies to all department coordinators regarding training and placements	Coordinators from each Department	22-09-2025
5.	Next Meeting	The next meeting is scheduled on 23 rd September, 2025 at Training & Placement Cell.	Coordinators from each Department	22-09-2025


Rakesh Jaitly

Dean Placements

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Training & Placement,
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