

A coordinators' meeting has been scheduled with Deputy Dean Placements to discuss placement, training, Alumni and EDC Cell activities.

Date: 23rd September, 2025

Time: 03:30 PM

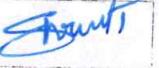
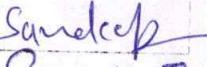
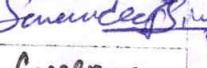
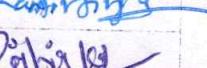
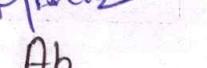
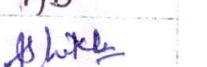
Venue: Conference Hall (Placement Cell)

Agenda:

- Review of Placement Coordinator Roles and Responsibilities
- Planning of Departmental Placement and Internship Activities
- Discussion on Student Preparation and Industry Engagement
- Data Management and Reporting Procedures
- Alumni and External Relations Activities
- Next Meeting


Shruti Prashar
Deputy Dean Placements

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

S.No.	Name	Designation	Signature
1.	Ms. Shruti Prashar	Dy. Dean Placements	
2.	Ms. Avleen Randhawa	Assistant Placement Officer	Ab
3.	Mr. Manvir Singh	Assistant Placement Officer	
4.	Mr. Rishabh Arora	APT/Soft Skills Training Coordinator (Aptitude Baba)	Ab
5.	Mr. Rajat Tak	Industry Liaison Officer (Hero MotoCorp)	Ab
6.	Mr. Ajay Sharma	Placement Coordinator / B. Tech CSE	Ab
7.	Mr. Harmanjeet Singh	Placement Coordinator / B. Tech ME	
8.	Mr. Sandeep Sharma	Placement Coordinator / B. Tech CE	
9.	Mr. Sanamdeep Singh	Placement Coordinator / B. Tech EE	
10.	Ms. Gagandeep Kaur	Placement Coordinator / Management	
11.	Mr. Manbir Singh	Placement Coordinator / BHMCT	
12.	Ms. Bhupinder Kaur	Placement Coordinator / B.Sc. Fashion Design	
13.	Ms. Ranbir Singh	Placement Coordinator / Pharmacy	
14.	Ms. Rajbir Kaur	Placement Coordinator / Applied Sciences	
15.	Ms. Shivani	Placement Coordinator / Law	Ab
16.	Ms. Shikha Sharma	Placement Coordinator / DCA	


Ms. Shruti Prashar
Dy. Dean Placements

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



Minutes of Meeting

Ref No. AGC/T&P/2025/09/23

Training & Placement Cell

Meeting Date & Time	23 rd Sep-2025	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	23 rd Sep-2025	Meeting Chair	Ms. Shruti Prashar (Deputy Dean Placements)
MoM Drafted by	Ms. Rajwinder Kaur	Meeting Title	Weekly Meeting with Placement Committee Members

Attendees	Absentees
Ms. Shruti Prashar (Deputy Dean Placements) Mr. Manvir Singh (APO) Mr. Sanamdeep Singh (B. Tech EE) Mr. Harmanjit Singh (B. Tech ME/CE) Ms. Shikha Sharma (DCA) Mr. Hardeep Singh (Management) Ms. Bhupinder Kaur (Fashion Design) Mr. Ranbir Singh (Pharmacy) Ms. Gagandeep Kaur (Management) Mr. Manbir Singh (HMCT) Ms. Rajbir Kaur (Applied Science)	Ms. Shivani (Law) Ms. Avleen Randhawa (APO) Mr. Rajat Tak (Industry Liaison Officer) Mr. Rishabh Arora (APT/Soft Skill Training coordinator) Mr. Ajay Sharma (B. Tech CSE)

S.No.	Agenda	Discussion	Responsibility	Deadline
1.	Review of Placement Coordinator Roles and Responsibilities	<p>Respected Sir reviewed the Placement Coordinator's responsibilities as per institutional guidelines, emphasizing alignment with NAAC, NBA, and NIRF benchmarks. The coordinator was instructed to ensure transparent, target-driven placement processes through regular weekly meetings with student placement committees to monitor progress and enhance student readiness.</p>	Coordinators from each Department	14-10-2025
2.	Planning of Departmental Placement and Internship Activities	<p>An annual placement strategy will be developed outlining company outreach, event schedules, and student training timelines. The department will conduct at least one industry engagement event each month and ensure sufficient internship opportunities for all eligible students. Faculty mentors and student coordinators will support in identifying internship partners, coordinating with recruiters, and ensuring quality internship experiences.</p>	Coordinators from each Department	14-10-2025

3.	<p>Discussion on Student Preparation and Industry Engagement</p>	<p>The team emphasized the need for student skill development to meet industry expectations. The Faculty Placement Coordinator will work with the Placement Cell to conduct interview preparation, and aptitude training. At least one mock interview and one career counselling session will be held each semester, along with regular interactions with industry experts through seminars, webinars, and guest lectures.</p>	Coordinators from each Department	14-10-2025
4.	<p>Data Management and Reporting Procedures</p>	<p>The Placement Coordinator will maintain complete records of placement drives, internships, recruiter feedback, and student progress, and prepare an annual placement report for accreditation bodies.</p>	Placement Team	14-10-2025
5.	<p>Alumni and External Relations Activities</p>	<p>Alumni engagement will be strengthened by organizing at least one alumnus meet per semester and inviting alumni to share career experiences and mentor students. The department will conduct two alumni guest lectures each month, highlight alumni achievements through institutional platforms, and enhance collaboration for internship referrals</p>	Coordinators from each Department	14-10-2025

		and job opportunities.		
6.	Next Meeting	The next meeting is scheduled on, 15 th October,2025 at Training & Placement Cell.	Coordinators from each Department	14-10-2025



Shruti Prashar
Deputy Dean Placements

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

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