 <b>AMRITSAR</b> GROUP OF COLLEGES <small>ENGINEERING   PHARMACY   LAW</small>	<b>Circular</b>		<b>Training &amp; Placement Cell</b>
	Ref No. AGC/T&P/001	Date: 14.10.2025	

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

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

**Time: 03:30 PM**

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



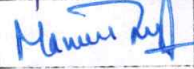


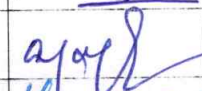
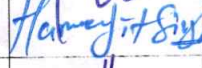
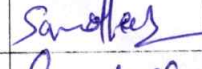

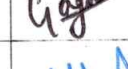




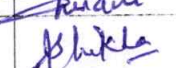

**Agenda:**


- Planning & Execution of Hotel Industry Job Fair
- Tentative Date Finalization
- Recruiter Confirmation & Invitations
- Visit Colleges for Promotion
- Venue & Hospitality Arrangements
- Branding & Promotions
- Volunteer Selection
- Next Meeting




**Shruti Prashar**  
**Deputy Dean Placement**

**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	
3.	Mr. Manvir Singh	Assistant Placement Officer	
4.	Mr. Rishabh Arora	APT/Soft Skills Training Coordinator (Aptitude Baba)	
5.	Mr. Rajat Tak	Industry Liaison Officer (Hero MotoCorp)	
6.	Mr. Ajay Sharma	Placement Coordinator / B. Tech CSE	
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	
16.	Ms. Shikha Sharma	Placement Coordinator /DCA	

  
Ms. Shruti Prashar  
Dy. Dean Placements

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

 <b>AMRITSAR</b> GROUP OF COLLEGES <small>ENGINEERING   PHARMACY   LAW</small>	<b>Minutes of Meeting</b>	<b>Training &amp; Placement Cell</b>
	Ref No. AGC/T&P/2025/10/15	

<b>Meeting Date &amp; Time</b>	<b>15<sup>th</sup> Oct-2025</b>	<b>Meeting Venue</b>	<b>Conference Room (Training &amp; Placement Cell)</b>
<b>Meeting Drafted Date</b>	<b>15<sup>th</sup> Oct-2025</b>	<b>Meeting Chair</b>	<b>Ms. Shruti Prashar (Deputy Dean Placements)</b>
<b>MoM Drafted by</b>	<b>Ms. Rajwinder Kaur</b>	<b>Meeting Title</b>	<b>Weekly Meeting with Placement Committee Members</b>

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



S.No.	Agenda	Discussion	Responsibility	Deadline
1.	Planning & Execution of Hotel Industry Job Fair	A meeting was initiated on detailed discussion regarding the organization of the upcoming Hotel Industry Job Fair. The objective is to provide job and internship opportunities to students from Hospitality, Hotel Management, Tourism, Culinary, and Management departments.	Coordinators from each Department	31-10-2025
2.	Tentative Date Finalization	It was proposed to conduct the Job Fair in the last week of October 2025. The exact date will be finalized after reviewing academic schedules and recruiter availability.	Coordinators from each Department	31-10-2025
3.	Recruiter Confirmation & Invitations	The Training & Placement Cell will start contacting the hotels to proceed further. A list of potential recruiters (5-star hotels and hospitality chains) will be prepared.	Placement Team	31-10-2025
4.	Visit Colleges for Promotion	Team will visit nearby colleges to promote the Job Fair and encourage students' registrations.	Placement Team	31-10-2025
5.	Venue & Hospitality Arrangements	Venue to be finalized in coordination with Administrative Department. Seating arrangements, company interview rooms, registration desk, refreshments, and hospitality	Coordinators from each Department	31-10-2025

		support must be planned.		
6.	Branding & Promotions	Digital promotional material (Flex, Posters, Website Banner & Social Media Posts) will be designed.	Coordinators from each Department	31-10-2025
7.	Volunteer Selection	Volunteers from final-year batches will be selected to manage registration, escort recruiters, and assist interview coordination. A briefing session will be conducted before the event.	Coordinators from each Department	31-10-2025
8.	Next Meeting	The next meeting is scheduled on 01 <sup>st</sup> November, 2025 at Training & Placement Cell.	Coordinators from each Department	31-10-2025



Shruti Prashar  
Deputy Dean Placements

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