

Circular		Training & Placement Cell
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: 15th 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



Shriti Prashar
Deputy Dean Placement

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

T&P/AGC/ 2025/10/15 Date: 15/10/2025

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


 Ms. Shruti Prashar
 Dy. Dean Placements

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



Minutes of Meeting

Ref No. AGC/T&P/2025/10/15

Training & Placement Cell

Meeting Date & Time	15 th Oct-2025	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	15 th Oct-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
<p>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)</p>	

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 01st November, 2025 at Training & Placement Cell.	Coordinators from each Department	31-10-2025



Shruti Prashar
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