 AMRITSAR GROUP OF COLLEGES <small>ENGINEERING PHARMACY LAW</small>	Circular		Training & Placement Cell
	Ref No. AGC/T&P/001	Date: 01.11.2025	

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

Date: 01st November,2025

Time: 12:00 PM

Venue: Conference Hall (Placement Cell)


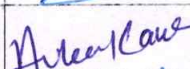

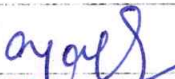

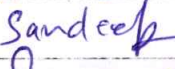
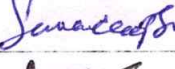




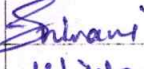
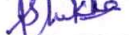
Agenda:


- Review of the Hotel Industry Job Fair
- New Template Design for Student Expertise & Certifications
- Market Need-Based Student Preparation
- Upcoming Job Fair – Tentative Date: 13 February 2026
- 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)	Ab
5.	Mr. Rajat Tak	Industry Liaison Officer (Hero MotoCorp)	Ab
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	Ab
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.**


 AMRITSAR GROUP OF COLLEGES <small>ENGINEERING PHARMACY LAW</small>	Minutes of Meeting	Training & Placement Cell
	Ref No. AGC/T&P/2025/11/01	

Meeting Date & Time	01st Nov-2025	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	03rd Nov-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) Ms. Avleen Randhawa (APO) Mr. Manvir Singh (APO) Mr. Ajay Sharma (B. Tech CSE) 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. Aman (HMCT)	Ms. Rajbir Kaur (Applied Science) Mr. Rajat Tak (Industry Liaison Officer) Mr. Rishabh Arora (APT/Soft Skill Training coordinator)

S.No.	Agenda	Discussion	Responsibility	Deadline
1.	Review of the Hotel Industry Job Fair	The meeting was initiated; acknowledged the successful execution of the job fair and appreciated the efforts of the Placement Coordinators. During the review, he inquired about challenges faced and suggestions for improvement. The coordinators recommended implementing pre-verification of student documents.	Coordinators from each Department	17-11-2025
2.	New Template Design for Student Expertise & Certifications	A need for a standardized, professional template was identified so that students can record their achievements, internships, trainings, certifications, and skill sets in a structured format that is easy for recruiters to review.	Coordinators from each Department	17-11-2025
3.	Market Need-Based Student Preparation	Discussion was held on the current hiring trends across multiple sectors including Hospitality, Electrical Engineering (EE), Mechanical Engineering (ME), Civil Engineering (CE), Computer Science & Engineering (CSE), Computer Applications, Management Studies and Pharmacy. Recruiters are placing greater emphasis on sector-specific technical knowledge, excellent	Coordinators from each Department	17-11-2025

		communication skills, professional grooming, practical/hands-on experience, adaptability to multiple job roles, and positive work ethics. It was highlighted that students must be guided to strengthen both their core competencies and soft skills to meet industry expectations.		
4.	Upcoming Job Fair – Tentative Date: 13 February, 2026	The team proposed organizing the next Job Fair tentatively on 13 February, 2026. It was discussed that early communication and coordination will be carried out with Pharmacy industry partners, pharmaceutical companies and associated HR representatives to confirm their participation. Students will be briefed about the job roles, required qualifications, and interview expectations related to the Pharmacy sector to ensure effective participation and preparedness.	Coordinators from each Department	17-11-2025
5.	Next Meeting	The next meeting is scheduled on 18 th November, 2025 at Training & Placement Cell.	Coordinators from each Department	17-11-2025


 Shruti Prashar
 Deputy Dean Placement
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 Training & Placement,
 Amritsar Group of Colleges,
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