



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

**Date: 01<sup>st</sup> 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	Shruti
2.	Ms. Avleen Randhawa	Assistant Placement Officer	Avleen Kaur
3.	Mr. Manvir Singh	Assistant Placement Officer	Manvir Singh
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	Ajay
7.	Mr. Harmanjeet Singh	Placement Coordinator / B. Tech ME	Harmanjeet Singh
8.	Mr. Sandeep Sharma	Placement Coordinator / B. Tech CE	Sandeep
9.	Mr. Sanamdeep Singh	Placement Coordinator / B. Tech EE	Sanamdeep Singh
10.	Ms. Gagandeep Kaur	Placement Coordinator / Management	Gagandeep
11.	Mr. Manbir Singh	Placement Coordinator / BHMCT	Manbir Singh
12.	Ms. Bhupinder Kaur	Placement Coordinator / B.Sc. Fashion Design	Bhupinder
13.	Ms. Ranbir Singh	Placement Coordinator / Pharmacy	Ranbir Singh
14.	Ms. Rajbir Kaur	Placement Coordinator / Applied Sciences	Ab
15.	Ms. Shivani	Placement Coordinator / Law	Shivani
16.	Ms. Shikha Sharma	Placement Coordinator / DCA	Shikha

  
 Ms. Shruti Prashar  
 Dy. Dean Placements

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

<b>Meeting Date &amp; Time</b>	<b>01<sup>st</sup> Nov-2025</b>	<b>Meeting Venue</b>	<b>Conference Room (Training &amp; Placement Cell)</b>
<b>Meeting Drafted Date</b>	<b>03<sup>rd</sup> Nov-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. 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.	<b>Review of the Hotel Industry Job Fair</b>	<p>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.</p>	Coordinators from each Department	17-11-2025
2.	<b>New Template Design for Student Expertise &amp; Certifications</b>	<p>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.</p>	Coordinators from each Department	17-11-2025
3.	<b>Market Need-Based Student Preparation</b>	<p>Discussion was held on the current hiring trends across multiple sectors including Hospitality, Electrical Engineering (EE), Mechanical Engineering (ME), Civil Engineering (CE), Computer Science &amp; Engineering (CSE), Computer Applications, Management Studies and Pharmacy. Recruiters are placing greater emphasis on sector-specific technical knowledge, excellent</p>	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 <sup>th</sup> November, 2025 at Training & Placement Cell.	Coordinators from each Department	17-11-2025

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