



Circular	
Ref No. AGC/T&P/002	Date: 17.11.2025

Training &
Placement Cell

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

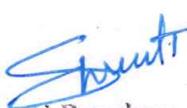
Date: 18th November, 2025

Time: 03:00 PM

Venue: Conference Hall (Placement Cell)

Agenda:

- Placement Performance Review Since Last Job Fair
- Coordination with New Recruiters and Companies
- Internship Opportunities and Industry Exposure Programs
- Strategies to Increase Placement Numbers
- Conclusion


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	<i>Shruti</i>
2.	Ms. Avleen Randhawa	Assistant Placement Officer	<i>Avleen Kaur</i>
3.	Mr. Manvir Singh	Assistant Placement Officer	<i>Manvir Singh</i>
4.	Mr. Rishabh Arora	APT/Soft Skills Training Coordinator (Aptitude Baba)	<i>Ab</i>
5.	Mr. Rajat Tak	Industry Liaison Officer (Hero MotoCorp)	<i>Ab</i>
6.	Mr. Ajay Sharma	Placement Coordinator / B. Tech CSE	<i>Ajay Sharma</i>
7.	Mr. Harmanjeet Singh	Placement Coordinator /B. Tech ME	<i>Harmanjeet Singh</i>
8.	Mr. Sandeep Sharma	Placement Coordinator /B. Tech CE	<i>Sandeep</i>
9.	Mr. Sanamdeep Singh	Placement Coordinator /B. Tech EE	<i>Sanamdeep Singh</i>
10.	Ms. Gagandeep Kaur	Placement Coordinator /Management	<i>Gagandeep</i>
11.	Mr. Manbir Singh	Placement Coordinator /BHMCT	<i>Manbir</i>
12.	Ms. Bhupinder Kaur	Placement Coordinator / B.Sc. Fashion Design	<i>Bhupinder</i>
13.	Ms. Ranbir Singh	Placement Coordinator /Pharmacy	<i>Ranbir Singh</i>
14.	Ms. Rajbir Kaur	Placement Coordinator /Applied Sciences	<i>Rajbir Kaur</i>
15.	Ms. Shivani	Placement Coordinator /Law	<i>Shivani</i>
16.	Ms. Shikha Sharma	Placement Coordinator /DCA	<i>Shikha</i>

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

Meeting Date & Time	18th Nov-2025	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	18th 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.	Placement Performance Review Since Last Job Fair	Analyze student participation, number of offers received, sectors with maximum placements, and overall placement statistics.	Placement Team	09-12-2025
2.	Coordination with New Recruiters and Companies	Identify potential companies for upcoming placement drives and initiate communication to invite participation.	Placement Team	09-12-2025
3.	Internship Opportunities and Industry Exposure Programs	Plan internships, live projects, and industry visits to enhance student exposure and employability.	Coordinators from each Department	09-12-2025
4.	Strategies to Increase Placement Numbers	Brainstorm and implement initiatives to improve placement rates, including skill development, networking.	Coordinators from each Department	09-12-2025
5.	Conclusion	The meeting concluded with a focus on reviewing past performance, engaging new recruiters, planning internships, and implementing strategies to boost placements.	Coordinators from each Department	09-12-2025


 Shruti Prashar
 Deputy Dean Placements

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