 AMRITSAR GROUP OF COLLEGES	Circular	Training & Placement Cell
	Ref No. AGC/T&P/2026/02/001	

Date: 02.02.2026

A coordinators' meeting has been scheduled with Deputy Dean Placements to discuss about Placement & Training.

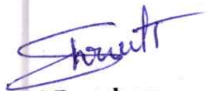
Date: 02nd February, 2026

Time: 12:20 PM

Venue: Conference Hall (Placement Cell)

Agenda:

- Reconstitution of the Student Placement Committee
- Interview of students for Placement Committee membership
- Interaction with final-year students regarding placement activities
- Information sharing on the upcoming Pharmaceutical Job Fair
- Next meeting


Shruti Prashar
Dy. Dean T&P

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



AMRITSAR
GROUP OF COLLEGES

Attendance of Coordinators Meeting

Training & Placement Cell

Date: 02.02.2026

Meeting Date & Time	02 nd Feb,2026	Meeting Venue	Conference Hall (Training & Placement Cell)
Meeting Drafted Date	02 nd Feb,2026	Meeting Chair	Ms. Shruti Prashar (Deputy Dean T&P)
MoM Drafted by	Ms. Rajwinder Kaur	Meeting Title	Placement and Training Coordinators Meeting

S.No.	Name	Designation	Signature
1.	Ms. Shruti Prashar	Deputy Dean T&P	<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. Gaurav Kumar	Assistant Placement Officer	<i>Gaurav</i>
5.	Mr. Rishabh Arora	APT/Soft Skills Training Coordinator (Aptitude Baba)	<i>Rishabh</i>
6.	Mr. Rajat Tak (Hero MotoCorp)	Industry Liaison Officer	<i>Rajat</i>
7.	Mr. Ajay	Placement Coordinator/B. Tech CSE	<i>Ajay</i>
8.	Mr. Harmanjit Singh	Placement Coordinator/B. Tech CE&ME	<i>Harmanjit</i>
9.	Mr. Sanamdeep Singh	Placement Coordinator/B. Tech EE	<i>Sanamdeep</i>
10.	Ms. Shikha	Placement Coordinator/DCA	<i>Absent</i>
11.	Ms. Gagandeep Kaur	Placement Coordinator/DMS	<i>Gagandeep</i>
12.	Ms. Saloni	Placement Coordinator/Pharmaceutical Sciences	<i>Saloni</i>
13.	Mr. Manbir Singh	Placement Coordinator/BHMCT	<i>Manbir Singh</i>
14.	Ms. Bhupinder Kaur	Placement Coordinator/Fashion Designing	<i>Absent</i>
15.	Ms. Rajbir Kaur	Placement Coordinator/Applied Science	<i>Absent</i>
16.	Ms. Aneesa Aslam	Placement Coordinator/Allied & Healthcare	<i>Absent</i>

Shruti Prashar
Dy. Dean T&P

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



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ENGINEERING | PHARMACY | LAW

Minutes of Meeting

Ref No. AGC/T&P/2026/02/02

**Training &
Placement Cell**

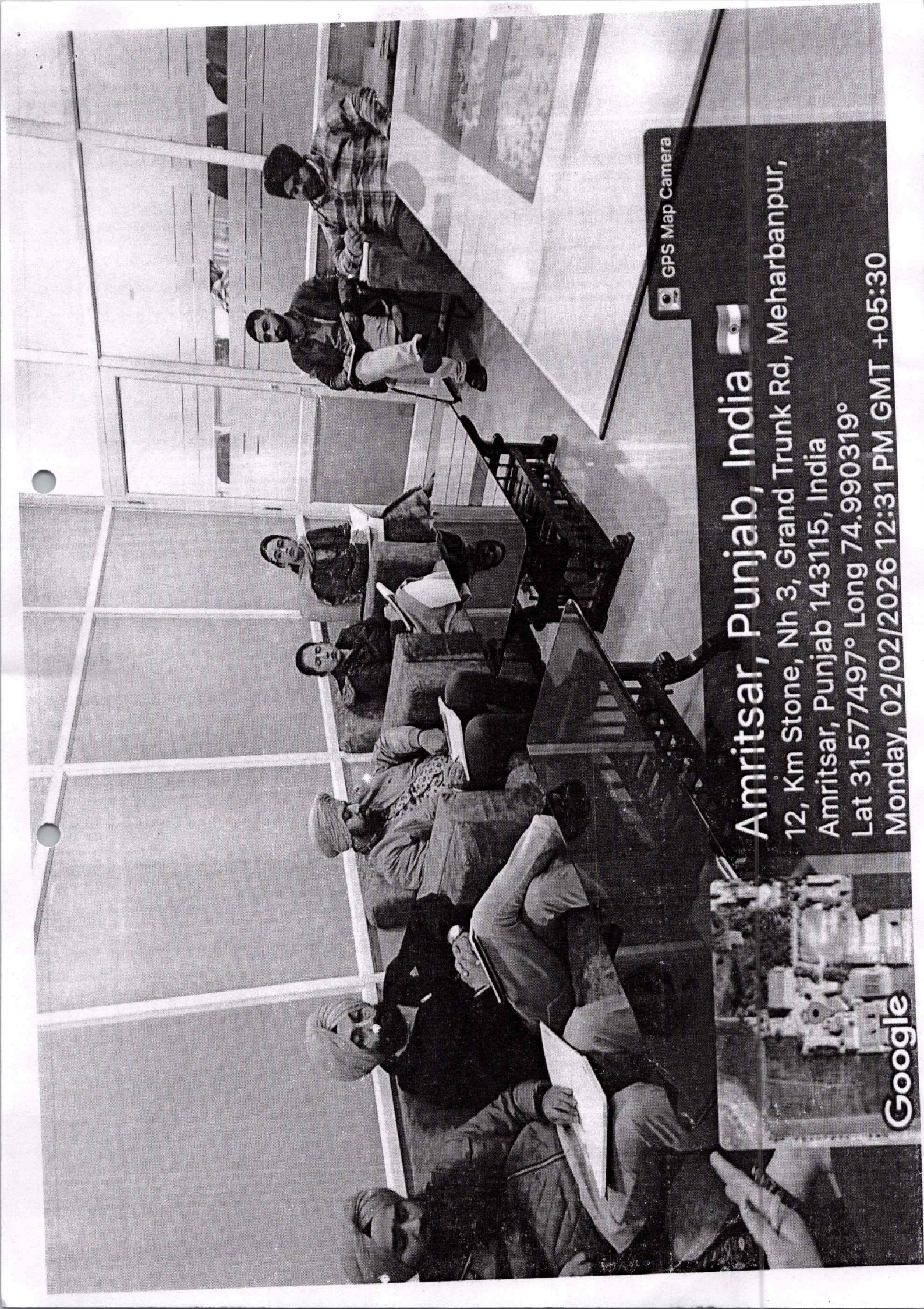
Meeting Date & Time	02nd Feb-2026	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	02nd Feb-2026	Meeting Chair	Ms. Shruti Prashar (Deputy Dean T&P)
MoM Drafted by	Ms. Rajwinder Kaur	Meeting Title	Weekly Meeting with Placement Committee Members

Attendees	Absentees
Ms. Shruti Prashar (Dy. Dean T&P) Ms. Avleen Randhawa (APO) Mr. Manvir Singh (APO) Mr. Gaurav Kumar (APO) Mr. Rajat Tak (Industry Liaison Officer) Mr. Rishabh Arora (APT/Soft Skill Training coordinator) Mr. Ajay (B. Tech CSE) Mr. Harmanjit Singh (B. Tech ME/CE) Mr. Sanamdeep Singh (B. Tech EE) Ms. Gagandeep Kaur (DMS) Ms. Saloni (Pharmacy) Mr. Manbir Singh (HMCT)	Ms. Shikha (DCA) Ms. Bhupinder Kaur (Fashion Design) Ms. Rajbir Kaur (Applied Sciences) Ms. Aneesa Aslam (Paramedical Sciences)

S.No.	Agenda	Discussion	Responsibility	Deadline
1.	Reconstitution of the Student Placement Committee	Discussion on the reconstitution of the Student Placement Committee through selection of new student members and assignment of defined roles to support placement activities effectively.	Coordinators from each Department	06-02-2026
2.	Interview of students for Placement Committee membership	Conducting interviews of interested students to assess suitability for roles such as student coordinators, volunteers, and representatives.	Coordinators from each Department	07-02-2026
3.	Interaction with final-year students regarding placement activities	Interactive session with final-year students to discuss placement preparedness, expectations, ongoing drives, and guidelines.	Coordinators from each Department	06-02-2026
4.	Information sharing on the upcoming Pharmaceutical Job Fair	Briefing about the Pharmaceutical Job Fair, including participating companies, eligibility criteria, registration process, and timelines.	Coordinators from each Department	02-02-2026
5.	Next Meeting	The next meeting is scheduled on 10 th February, 2026 at Training & Placement Cell.	Coordinators from each Department	02-02-2026

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

Shruti
Shruti Prashar
Dy. Dean T & P



GPS Map Camera



Amritsar, Punjab, India

12, Km Stone, Nh 3, Grand Trunk Rd, Meharbanpur,

Amritsar, Punjab 143115, India

Lat 31.577497° Long 74.990319°

Monday, 02/02/2026 12:31 PM GMT +05:30

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