 AMRITSAR GROUP OF COLLEGES <small>ENGINEERING PHARMACY LAW</small>	Circular	Training & Placement Cell
	Ref No. AGC/T&P/2026/10/002	

Date: 10.02.2026

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

Date: 10th February, 2026

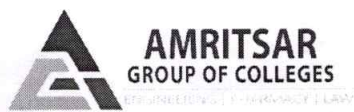
Time: 03:30 PM

Venue: Conference Hall (Placement Cell)

Agenda:

- **Arrangements for the Healthcare & Pharmaceutical Industry Job Fair**
- **Branding, Publicity, and Promotional Activities**
- **Allocation of Duties to Placement Coordinators**
- **Student Volunteer Selection**
- **Documentation and File Maintenance**
- **Discuss about Participating Organizations**
- **Logistics and Infrastructure Requirements**
- **Registration and Help Desk Management**
- **Next Meeting**

Deputy Dean, *Shruti Prashar*
Training & Placement,
Amritsar Group of Colleges,
Amritsar.
Dy. Dean T&P



Attendance of Coordinators Meeting


Training & Placement Cell

Date: 10.02.2026

Meeting Date & Time	10 th Feb,2026	Meeting Venue	Conference Hall (Training & Placement Cell)
Meeting Drafted Date	10 th 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	
2.	Ms. Avleen Randhawa	Assistant Placement Officer	
3.	Mr. Manvir Singh	Assistant Placement Officer	
4.	Mr. Gaurav Kumar	Assistant Placement Officer	
5.	Mr. Rishabh Arora	APT/Soft Skills Training Coordinator (Aptitude Baba)	Absent
6.	Mr. Rajat Tak (Hero MotoCorp)	Industry Liaison Officer	Absent
7.	Mr. Ajay	Placement Coordinator/B. Tech CSE	
8.	Mr. Harmanjit Singh	Placement Coordinator/B. Tech CE&ME	
9.	Mr. Sanamdeep Singh	Placement Coordinator/B. Tech EE	
10.	Ms. Shikha	Placement Coordinator/DCA	
11.	Ms. Gagandeep Kaur	Placement Coordinator/DMS	
12.	Ms. Saloni	Placement Coordinator/Pharmaceutical Sciences	Absent
13.	Mr. Manbir Singh	Placement Coordinator/BHMCT	
14.	Ms. Bhupinder Kaur	Placement Coordinator/Fashion Designing	
15.	Ms. Aditi	Placement Coordinator/Applied Science	
16.	Ms. Aneesa Aslam	Placement Coordinator/Allied & Healthcare	Absent

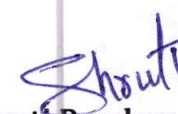
Deputy D. Shruti Prashar
Training & Placement,
Amritsar Group of Colleges,
Amritsar.

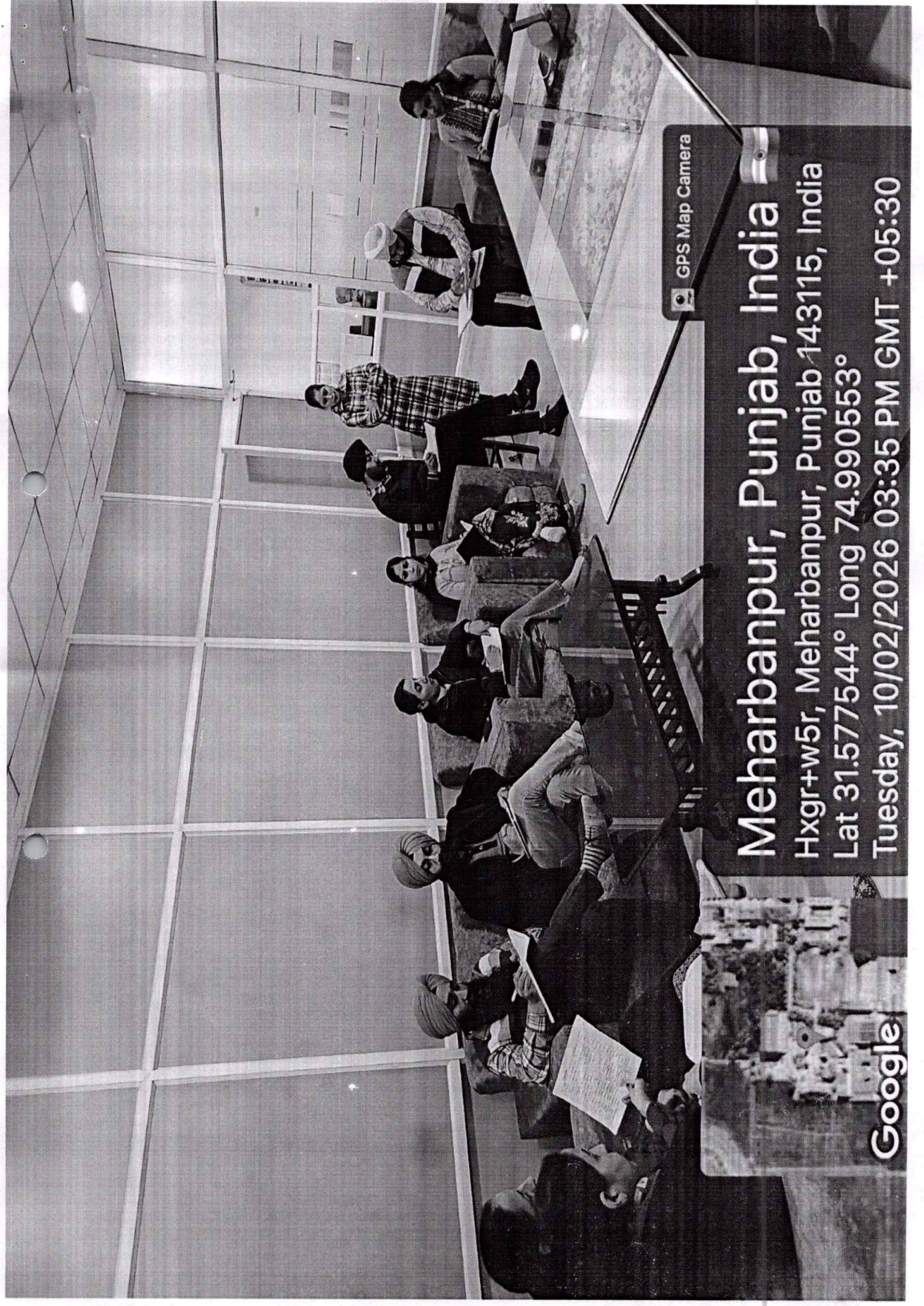
 AMRITSAR GROUP OF COLLEGES <small>ENGINEERING PHARMACY LAW</small>	Minutes of Meeting	Training & Placement Cell
	Ref No. AGC/T&P/2026/02/10	

Meeting Date & Time	10th Feb-2026	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	10th 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. Ajay (B. Tech CSE) Mr. Harmanjit Singh (B. Tech ME/CE) Mr. Sanamdeep Singh (B. Tech EE) Ms. Gagandeep Kaur (DMS) Ms. Aditi (Applied Sciences) Ms. Bhupinder Kaur (Fashion Design) Ms. Shikha (DCA) Mr. Manbir Singh (HMCT)	Mr. Rajat Tak (Industry Liaison Officer) Mr. Rishabh Arora (APT/Soft Skill Training coordinator) Ms. Saloni (Pharmacy) Ms. Aneesa Aslam (Paramedical Sciences)

S.No.	Agenda	Discussion	Responsibility	Deadline
1.	Arrangements for the Healthcare & Pharmaceutical Industry Job Fair	Venue setup, seating plan, interview panels, internet facility, refreshments, security, and housekeeping.	Placement Team	12-02-2026
2.	Branding, Publicity, and Promotional Activities	Flexes, banners, standees, social media updates, website updates, email invitations, press coverage, photography/videography.	Placement Team	12-02-2026
3.	Allocation of Duties to Placement Coordinators	Distribution of company handling, student coordination, registration supervision, logistics, hospitality duties.	Placement Team	12-02-2026
4.	Student Volunteer Selection	Selection of volunteers, briefing session, dress code instructions, duty allocation (registration, company assistance, hospitality, discipline).	Placement Team	12-02-2026
5.	Documentation and File Maintenance	Attendance sheets, company registration forms, student records, shortlisted lists, feedback forms, event file preparation.	Placement Team	12-02-2026
6.	Discussion about Participating Organizations	Review of confirmed companies, job profiles, eligibility, vacancies, HR contact details, follow-up communication.	Placement Team	12-02-2026
7.	Logistics and Infrastructure Requirements	Wi-Fi, projectors, stationery, ID cards, signage, parking arrangements.	Placement Team	12-02-2026
8.	Registration and Help Desk Management	Student registration, document verification, entry passes/coupons, query handling, coordination support.	Student volunteers	12-02-2026
9.	Next Meeting	The next meeting is scheduled on 25 th February, 2026 at Training & Placement Cell.	Coordinators from each Department	12-02-2026

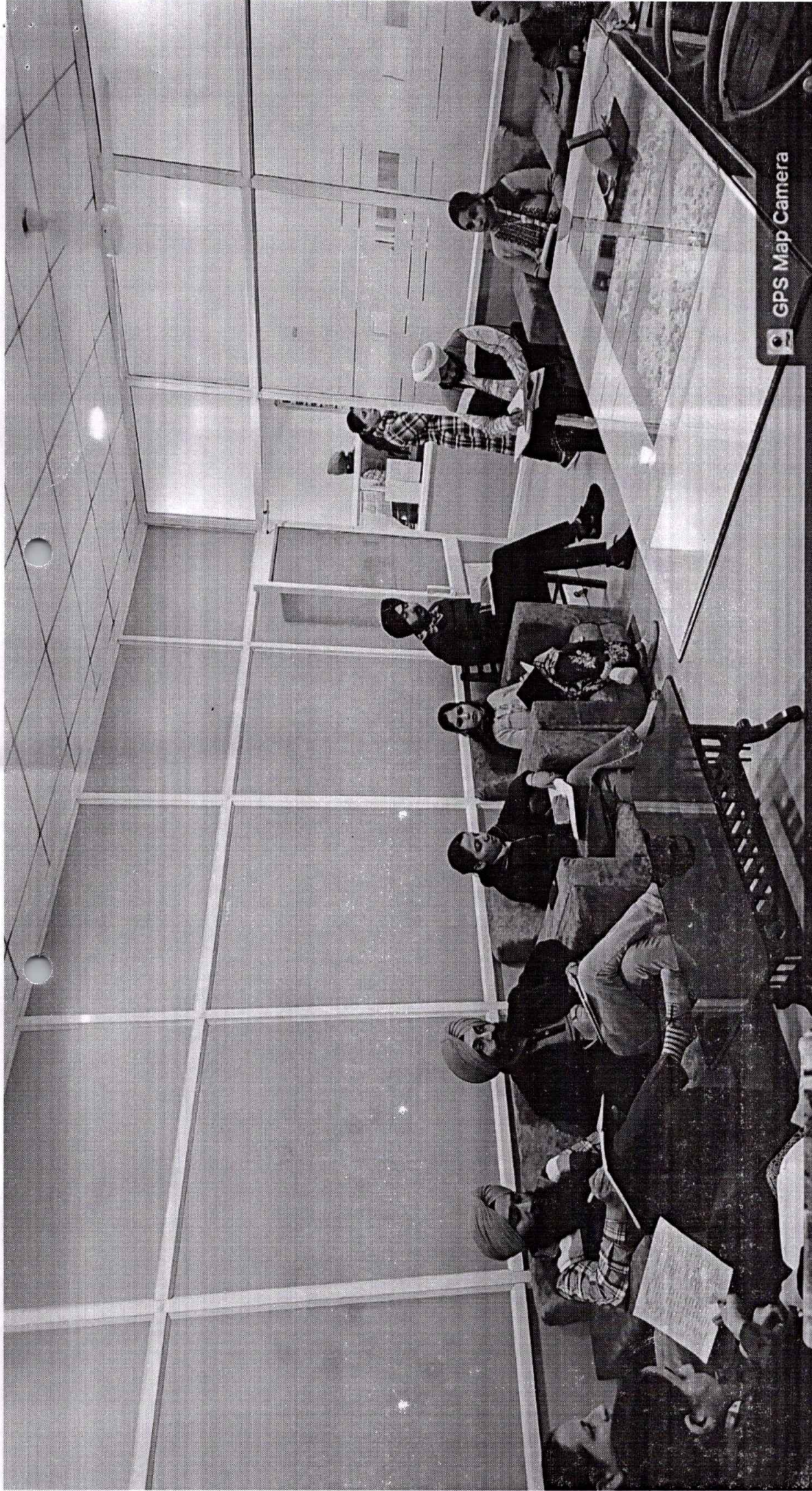

Shrut Prashar
 Dy. Dean T&P
 Deputy Dean,
 Training & Placement,
 Amritsar Group of Colleges,
 Amritsar.



GPS Map Camera

Meharbanpur, Punjab, India
Hxgr+w5r, Meharbanpur, Punjab 143115, India
Lat 31.577544° Long 74.990553°
Tuesday, 10/02/2026 03:35 PM GMT +05:30

Google



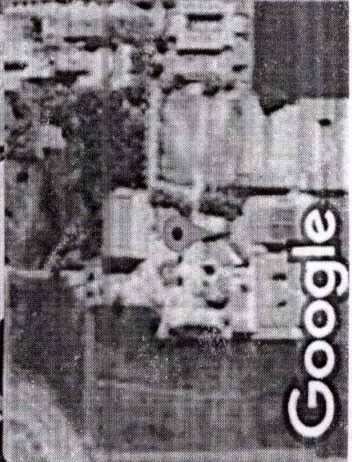
GPS Map Camera

Meharbanpur, Punjab, India

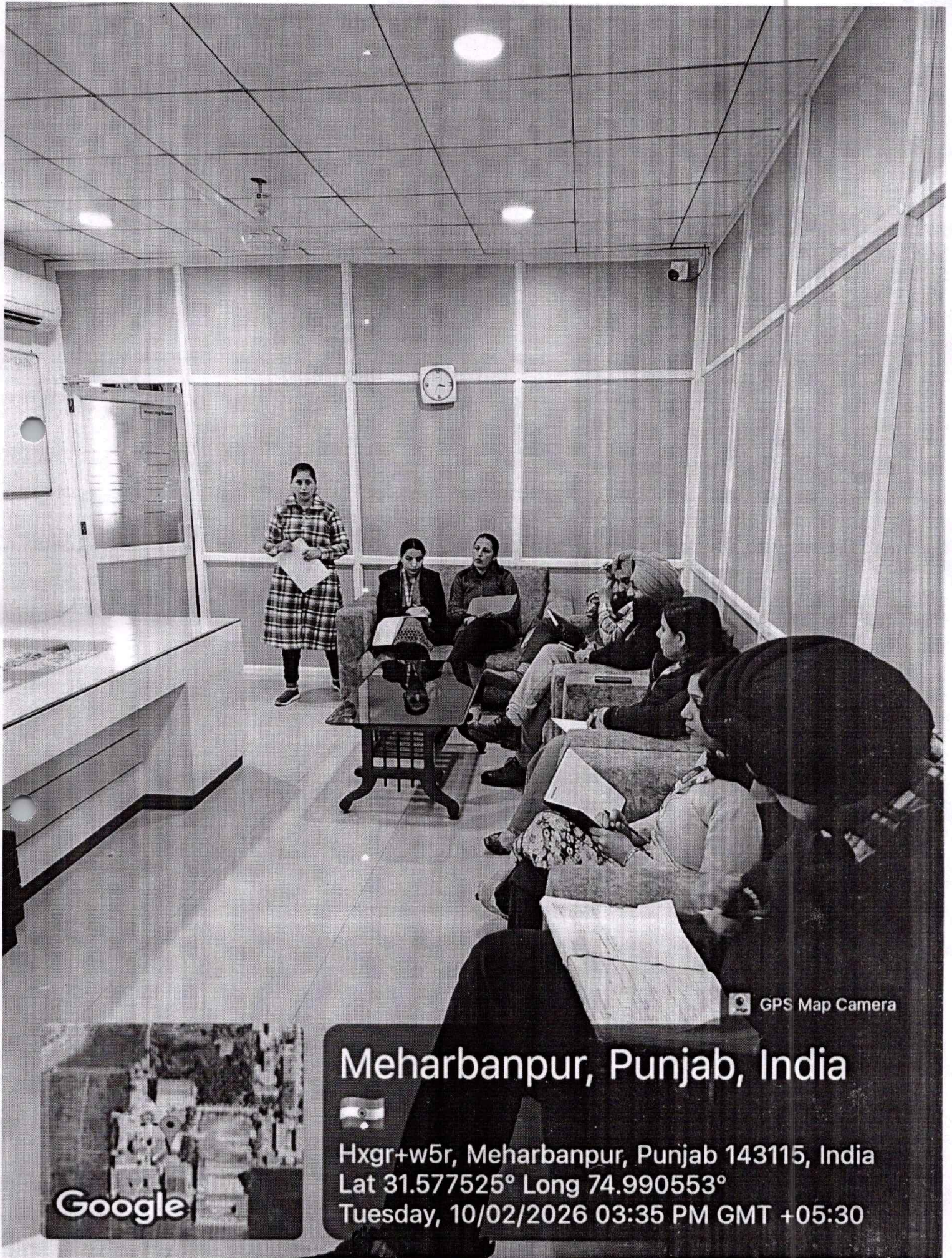
Hxgr+w5r, Meharbanpur, Punjab 143115, India

Lat 31.577546° Long 74.990553°

Tuesday, 10/02/2026 03:35 PM GMT +05:30



Google



GPS Map Camera

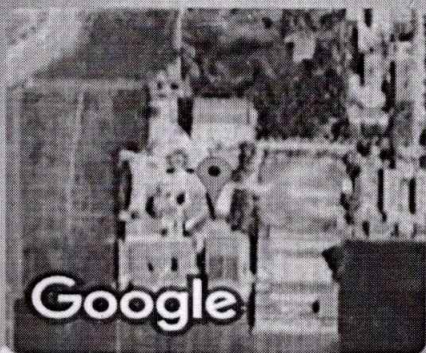
Meharbanpur, Punjab, India



Hxgr+w5r, Meharbanpur, Punjab 143115, India

Lat 31.577525° Long 74.990553°

Tuesday, 10/02/2026 03:35 PM GMT +05:30





GPS Map Camera

Meharbanpur, Punjab, India



Hxgr+w5r, Meharbanpur, Punjab 143115, India

Lat 31.577515° Long 74.990553°

Tuesday, 10/02/2026 03:35 PM GMT +05:30





