



AMRITSAR
GROUP OF COLLEGES

Circular

Ref No. AGC/T&P/2026/19/003

**Training & Placement
Cell**

Date: 20.02.2026

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

Date: 25th February, 2026

Time: 03:30 PM

Venue: E-Classroom CSE

Agenda:

- **Demo Session: Modules of Placement & Training by Aptitude BABA for Placement coordinators**
- **Planning & Execution of IT Industry Job Fair**
- **Tentative Date Finalization**
- **Recruiter Confirmation & Invitations**
- **Next Meeting**

Shruti
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: 26.02.2026

Meeting Date & Time	25 th Feb,2026	Meeting Venue	Conference Hall (Training & Placement Cell)
Meeting Drafted Date	26 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	Absent
3.	Mr. Manvir Singh	Assistant Placement Officer	Absent
4.	Mr. Gaurav Kumar	Assistant Placement Officer	Absent
5.	Mr. Rishabh Arora	APT/Soft Skills Training Coordinator (Aptitude Baba)	Rishabh
6.	Mr. Rajat Tak (Hero MotoCorp)	Industry Liaison Officer	Absent
7.	Mr. Ajay	Placement Coordinator/B. Tech CSE	Absent
8.	Mr. Harmanjit Singh	Placement Coordinator/B. Tech CE&ME	Absent
9.	Mr. Sanamdeep Singh	Placement Coordinator/B. Tech EE	Absent
10.	Ms. Shikha	Placement Coordinator/DCA	Shikha
11.	Ms. Gagandeep Kaur	Placement Coordinator/DMS	Gagan
12.	Ms. Saloni	Placement Coordinator/Pharmaceutical Sciences	Saloni
13.	Mr. Manbir Singh	Placement Coordinator/BHMCT	Manbir
14.	Ms. Bhupinder Kaur	Placement Coordinator/Fashion Designing	Bhupinder
15.	Ms. Aditi	Placement Coordinator/Applied Science	Aditi
16.	Ms. Aneesa Aslam	Placement Coordinator/Allied & Healthcare	Aneesa


Shruti Prashar
By, Deputy Dean T&P
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/2026/02/27	

Meeting Date & Time	26th Feb-2026	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	27th 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) Mr. Rishabh Arora (APT/Soft Skill Training coordinator) Mr. Ajay (B. Tech CSE) Ms. Gagandeep Kaur (DMS) Ms. Saloni (Pharmacy) Ms. Bhupinder Kaur (Fashion Design) Ms. Shikha (DCA) Mr. Manbir Singh (HMCT) Ms. Aditi (Applied Sciences) Ms. Aneesha Aslam (Paramedical Sciences)	Ms. Avleen Randhawa (APO) Mr. Manvir Singh (APO) Mr. Gaurav Kumar (APO) Mr. Rajat Tak (Industry Liaison Officer) Mr. Harmanjit Singh (B. Tech ME/CE) Mr. Sanamdeep Singh (B. Tech EE)

S.No.	Agenda	Discussion	Responsibility	Deadline
1.	Demo Session: Modules of Placement & Training by Aptitude BABA	A presentation and live demonstration of training modules by Aptitude BABA will be conducted to brief Placement Coordinators on programs aimed at enhancing students' aptitude, reasoning, verbal, and technical skills. The session will cover module overview, platform demo, mock tests, performance tracking, and discussion on implementation strategy, target batches, schedule integration, and the role of coordinators in ensuring effective execution and improved placement results.	Coordinators from each Department	25-02-2026
2.	Planning & Execution of IT Industry Job Fair	Discussion on overall planning including venue allocation, student registration process, company coordination, volunteer management, documentation, and logistics arrangements.	Coordinators from each Department	25-02-2026
3.	Tentative Date Finalization	Discussion and mutual agreement on suitable dates considering academic schedule, examinations, and company availability.	Coordinators from each Department	25-02-2026
4.	Discussion on Recruiter Confirmation & Invitations	Identification of target IT companies, follow-up strategy, official invitation drafting, and confirmation tracking process.	Coordinators from each Department	25-02-2026
5.	Next Meeting	The next meeting is scheduled on 10 th March, 2026 at Training & Placement Cell.	Coordinators from each Department	25-02-2026


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



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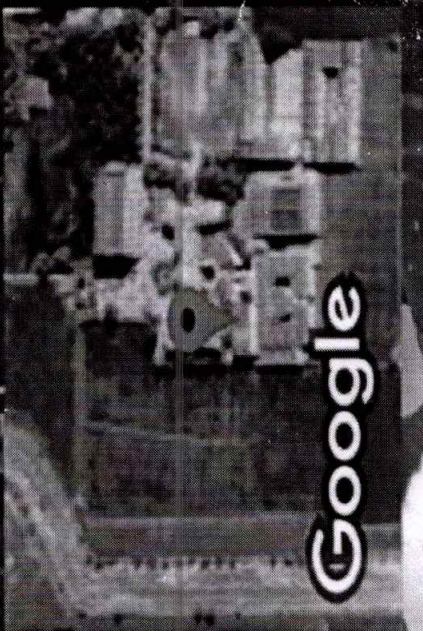


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143115, India

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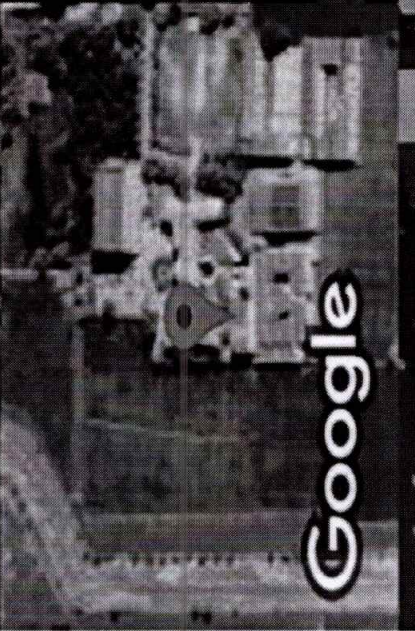
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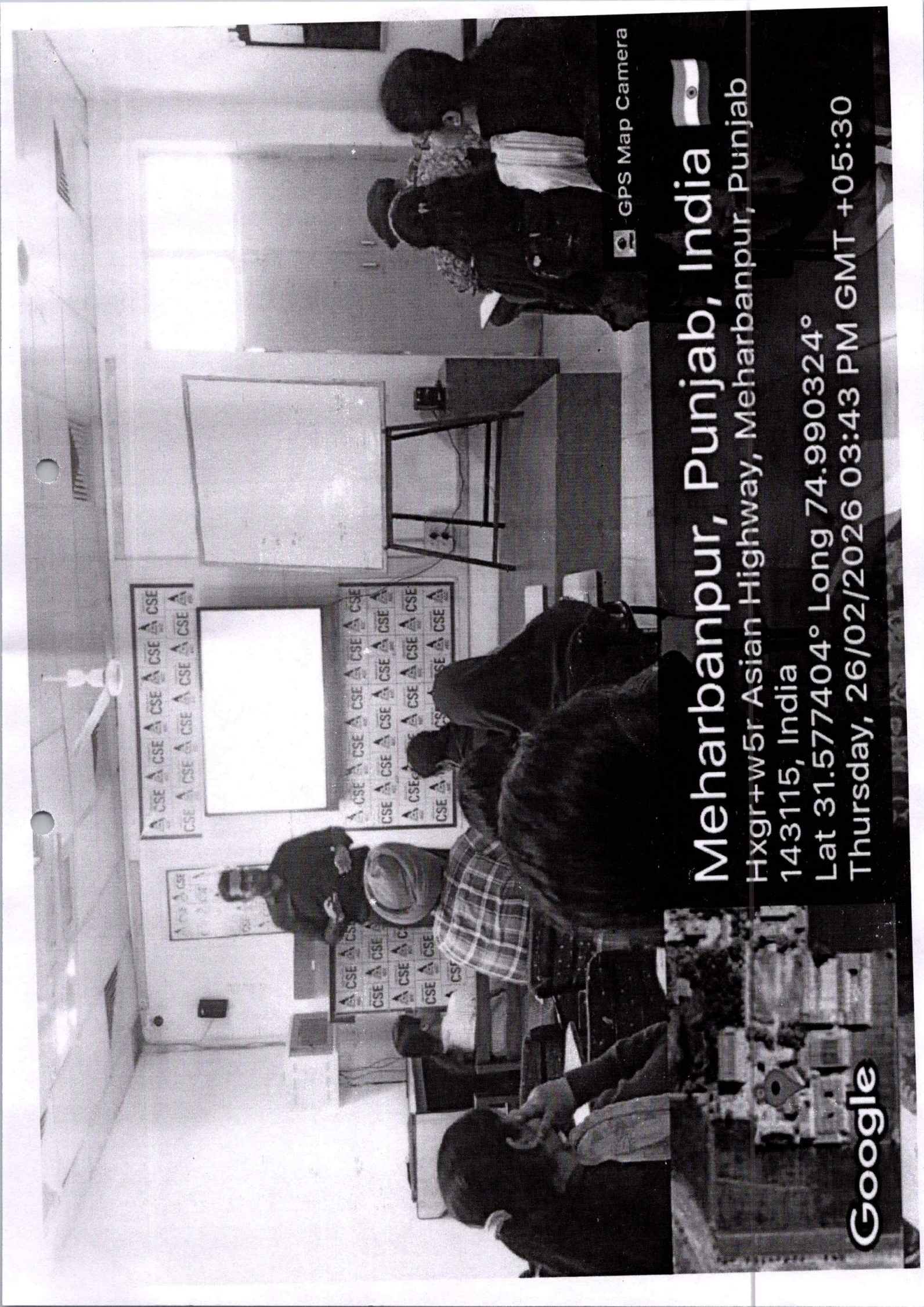
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Meharbanpur, Punjab, India

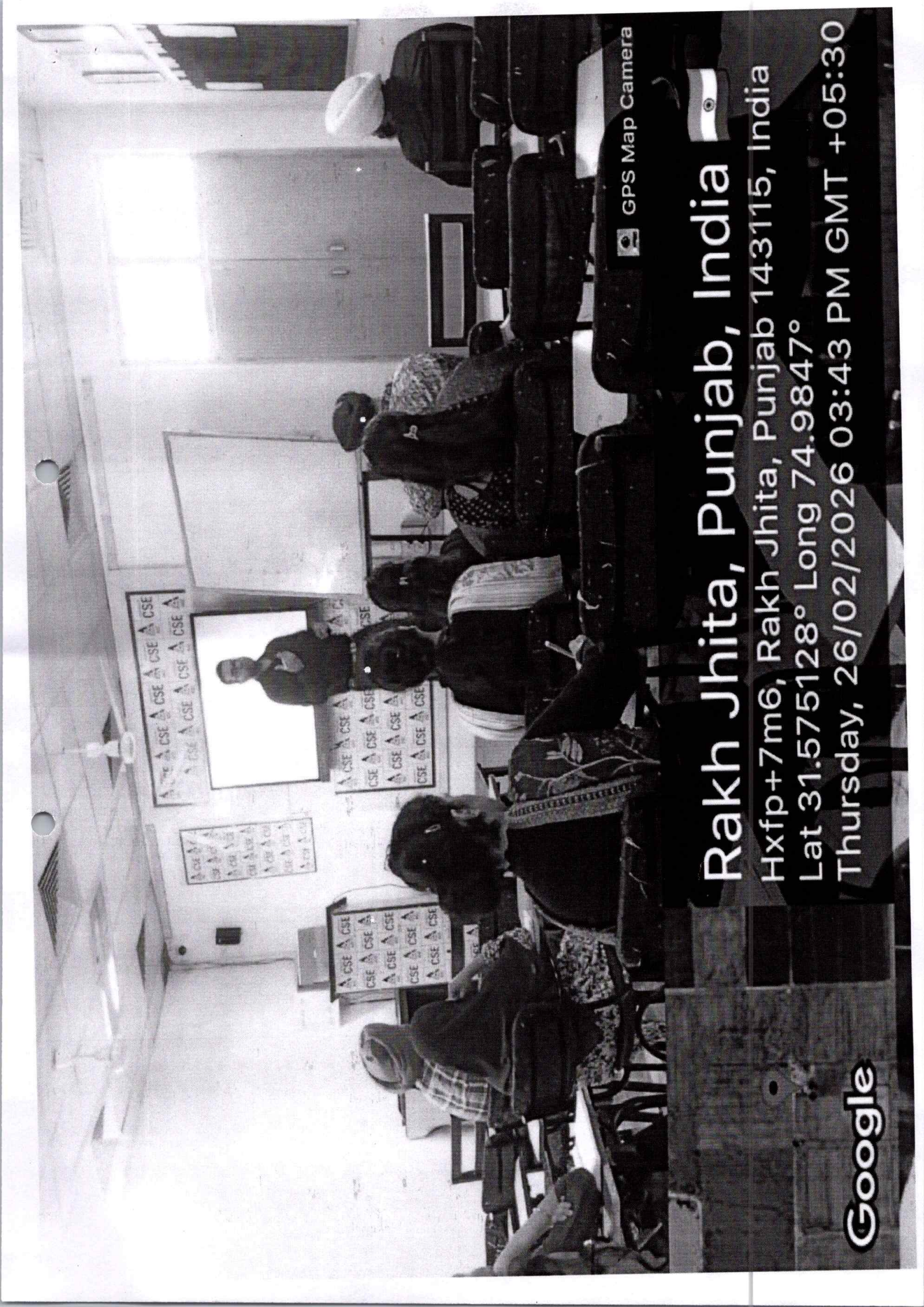
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143115, India

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Rakh Jhita, Punjab, India

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Lat 31.575128° Long 74.9847°

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