 AMRITSAR GROUP OF COLLEGES <small>ENGINEERING PHARMACY LAW</small>	Circular	Training & Placement Cell
	Ref No. AGC/T&P/2026/10/001	

Date: 09.03.2026

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


Date: 10th March, 2026

Time: 03:30 PM


Venue: Conference Hall (Placement Cell)

Agenda:

- **Arrangements for the IT 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**


Shruti Prashar
Dy. Dean T&P

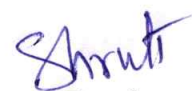
**Deputy Dean,
Training & Placement,
Amritsar Group of Colleges,
Amritsar.**

 AMRITSAR GROUP OF COLLEGES <small>ENGINEERING PHARMACY LAW</small>	Minutes of Meeting	Training & Placement Cell
	Ref No. AGC/T&P/2026/03/01	

Meeting Date & Time	10th Mar-2026	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	10th Mar-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) Ms. Bhupinder Kaur (Fashion Design) Ms. Shikha (DCA) Mr. Manbir Singh (HMCT) Ms. Aditi (Applied Sciences) Ms. Aneesa Aslam (Paramedical Sciences)	

S.No.	Agenda	Discussion	Responsibility	Deadline
1.	Arrangements for the IT Industry Job Fair	Venue setup, seating plan, company booths, internet facility, refreshments, security, and housekeeping.	Placement Team	15-03-2026
2.	Branding, Publicity, and Promotional Activities	Flexes, banners, standees, social media updates, website updates, email invitations, press coverage, photography/videography.	Placement Team	17-03-2026
3.	Allocation of Duties to Placement Coordinators	Distribution of company handling, student coordination, registration supervision, logistics, hospitality duties.	Deputy Dean Placements	17-03-2026
4.	Student Volunteer Selection	Selection of volunteers, briefing session, dress code instructions, duty allocation (registration, company assistance, hospitality, discipline).	Placement Team	12-03-2026
5.	Documentation and File Maintenance	Attendance sheets, company registration forms, student records, shortlisted lists, feedback forms, event file preparation.	Placement Team	27-03-2026
6.	Discussion about Participating Organizations	Review of confirmed companies, job profiles, eligibility, vacancies, HR contact details, follow-up communication.	Placement Team	10-03-2026
7.	Logistics and Infrastructure Requirements	Wi-Fi, projectors, stationery, ID cards, signage, parking arrangements.	Placement Team	17-03-2026
8.	Registration and Help Desk Management	Student registration, document verification, entry passes/coupons, query handling, coordination support.	Student volunteers	19-03-2026 & 20-03-2026
9.	Next Meeting	The next meeting is scheduled on 10 th April, 2026 at Training & Placement Cell.	Coordinators from each Department	10-03-2026


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