 <b>AMRITSAR</b> GROUP OF COLLEGES	<b>Circular</b>	<b>Training &amp; Placement Cell</b>
	Ref No. AGC/T&P/2026/15/001	

Date: 15.04.2026

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


Date: 16.04.2026

Time: 03:30 PM

Venue: Conference Hall (Placement Cell)

**Agenda:**

- Student Placement Brochure
- Branch-wise data submission of students enrolled in Aptitude Baba.
- Placement Day Celebration
- Alumni Meet Planning
- Alumni Fund Discussion
- Interaction with Students (Batch 2027 & 2028)
- Next Meeting


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

Date: -16.04.2026

Meeting Date & Time	16 <sup>th</sup> April,2026	Meeting Venue	Conference Hall (Training & Placement Cell)
Meeting Drafted Date	16 <sup>th</sup> April,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</i>
3.	Mr. Manvir Singh	Assistant Placement Officer	<i>Absent</i>
4.	Mr. Gaurav Kumar	Assistant Placement Officer	<i>Gaurav</i>
5.	Mr. Rishabh Arora	APT/Soft Skills Training Coordinator (Aptitude Baba)	<i>Absent</i>
6.	Mr. Rajat Tak (Hero MotoCorp)	Industry Liaison Officer	<i>Absent</i>
7.	Mr. Ajay	Placement Coordinator/B. Tech CSE	<i>Absent</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>Shikha</i>
11.	Ms. Gagandeep Kaur	Placement Coordinator/DMS	<i>Absent</i>
12.	Ms. Saloni	Placement Coordinator/Pharmaceutical Sciences	<i>Saloni</i>
13.	Mr. Manbir Singh	Placement Coordinator/BHMCT	<i>Manbir</i>
14.	Ms. Bhupinder Kaur	Placement Coordinator/Fashion Design	<i>Bhupinder</i>
15.	Ms. Aditi	Placement Coordinator/Applied Science	<i>Aditi</i>
16.	Ms. Aneesa Aslam	Placement Coordinator/Allied & Healthcare	<i>Aneesa</i>

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

 <b>AMRITSAR</b> <b>GROUP OF COLLEGES</b> <small>NAAC Grade "A" 3<sup>rd</sup> Cycle under Autonomous Category</small>   <small>Autonomous Status (Since 2014) Conferred by UGC</small>	<b>Minutes of Meeting</b>	<b>Training &amp; Placement Cell</b>
	Ref No. AGC/T&P/2026/15/01	

<b>Meeting Date &amp; Time</b>	<b>16<sup>th</sup> April,2026</b>	<b>Meeting Venue</b>	<b>Conference Room (Training &amp; Placement Cell)</b>
<b>Meeting Drafted Date</b>	<b>16<sup>th</sup> April,2026</b>	<b>Meeting Chair</b>	<b>Ms. Shruti Prashar (Deputy Dean T&amp;P)</b>
<b>MoM Drafted by</b>	<b>Ms. Rajwinder Kaur</b>	<b>Meeting Title</b>	<b>Weekly Meeting with Placement Committee Members</b>

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

S.No.	Agenda	Discussion	Responsibility	Deadline
1.	Student Placement Brochure	Reviewed content, design, and required updates for the placement brochure. Suggestions given for improvement before final release.	Placement coordinators	30-04-2026
2.	Branch-wise data submission of students enrolled in Aptitude Baba	Emphasized timely submission of accurate branch-wise data of enrolled students. Pending branches were reminded.	Placement coordinators	27-04-2026
3.	Placement Day Celebration	Discussed planning, activities, and coordination required for successful execution of Placement Day. Parents will also be invited for this event.	Placement coordinators & Placement Team	Intimated soon
4.	Alumni Meet Planning	Initial planning discussed including date, venue, and alumni outreach strategies.	Placement Coordinators	16-04-2026
5.	Alumni Fund Discussion	Importance of alumni contributions highlighted. Strategies discussed to initiate and manage alumni fund.	Placement coordinators & Placement Team	16-04-2026
6.	Interaction with Students (Batch 2027 & 2028)	Interaction focused on placement preparation, skill development, and awareness about opportunities.	Placement Team	28-04-2026
7.	Next Meeting	The next meeting is scheduled on 30 <sup>th</sup> April, 2026 at Training & Placement Cell.	Coordinators from each Department	16-04-2026

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



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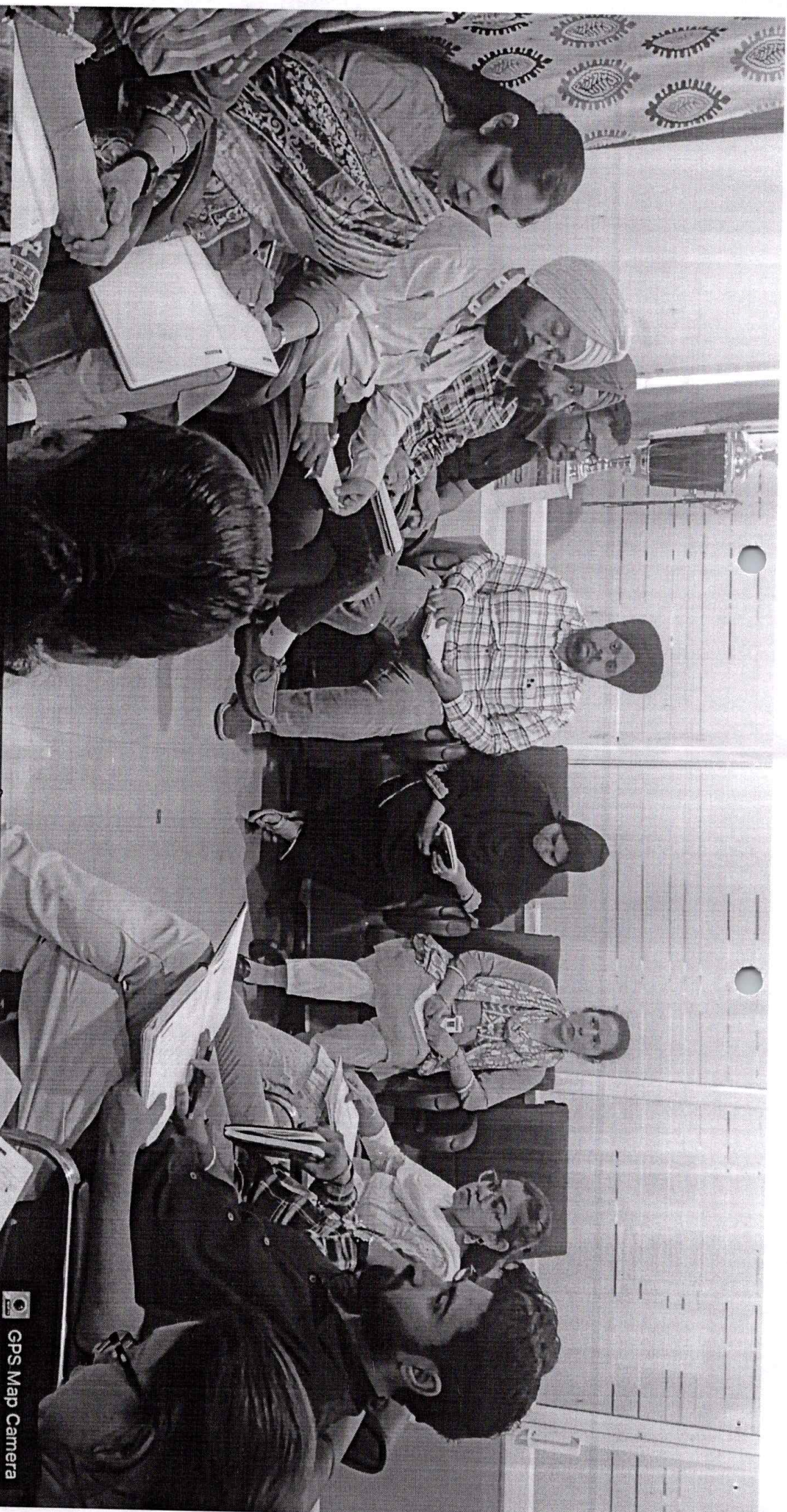
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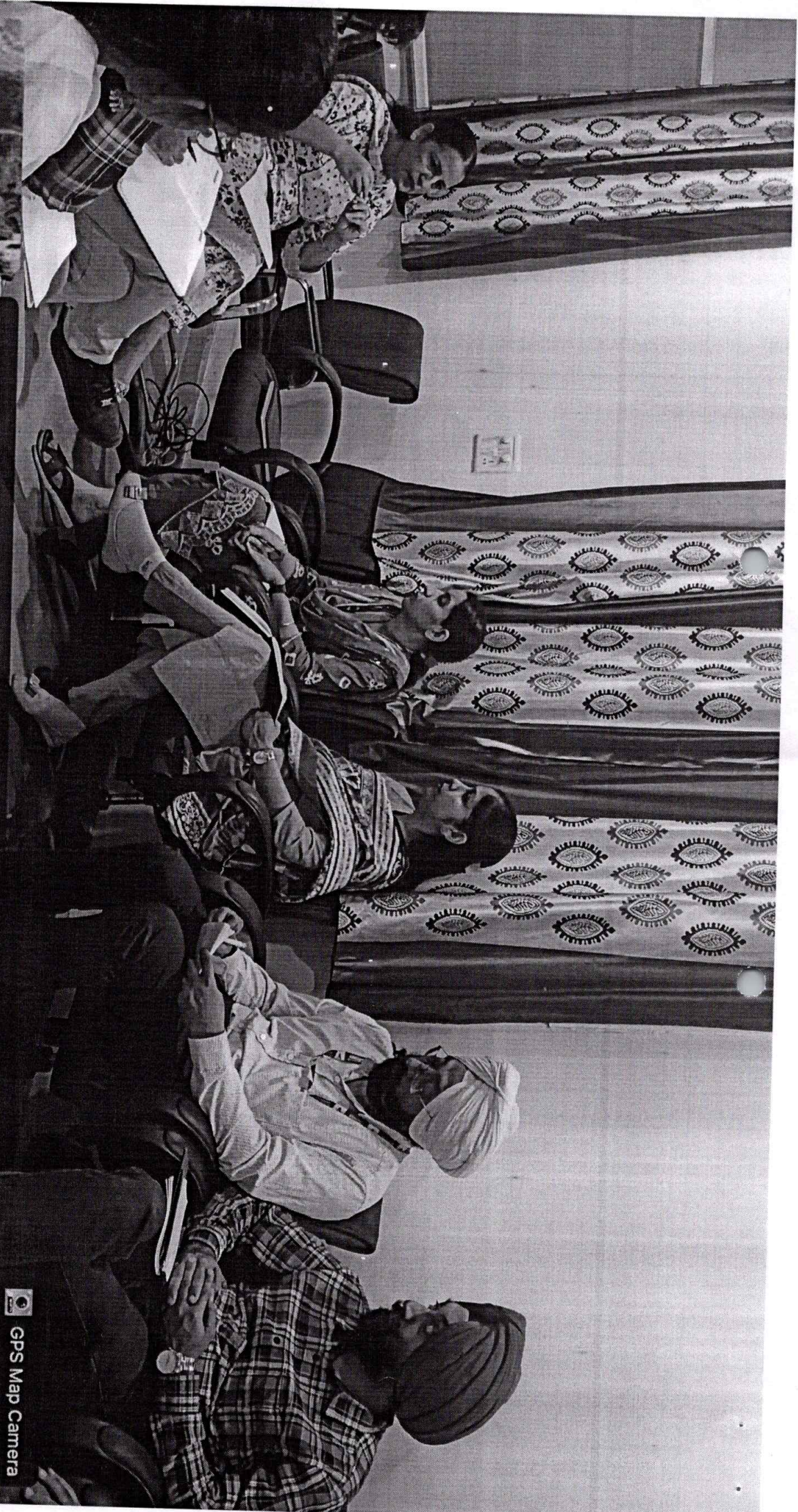
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