 <b>AMRITSAR</b> GROUP OF COLLEGES NAAC Grade "A" 3 <sup>rd</sup> Cycle under Autonomous Category	<b>Circular</b>	<b>Training &amp; Placement Cell</b>
	Ref No. AGC/T&P/2026/29/002	

Date: -29.04.2026

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

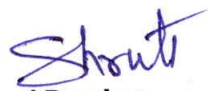
Date: 30.04.2026

Time: 03:30 PM

Venue: Conference Hall (Placement Cell)

**Agenda:**

- Placement Day Celebration Discussion
- Sharing Google Form Link with Placed Students for Registration
- Consent Form for Pre-final Year Students
- Submission of Training Letters
- Next Meeting


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

Date:30.04.2026

Meeting Date & Time	30 <sup>th</sup> April,2026	Meeting Venue	Conference Hall (Training & Placement Cell)
Meeting Drafted Date	30 <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 Kaur</i>
3.	Mr. Manvir Singh	Assistant Placement Officer	<i>Manvir Singh</i>
4.	Mr. Gaurav Kumar	Assistant Placement Officer	<i>Gaurav Kumar</i>
5.	Mr. Aman Prasad	Management Trainee	<i>Aman Prasad</i>
6.	Mr. Rishabh Arora	APT/Soft Skills Training Coordinator (Aptitude Baba)	<i>Absent</i>
7.	Mr. Rajat Tak (Hero MotoCorp)	Industry Liaison Officer	<i>Absent</i>
8.	Mr. Ajay	Placement Coordinator/B. Tech CSE	<i>Ajay</i>
9.	Mr. Harmanjit Singh	Placement Coordinator/B. Tech ME	<i>Harmanjit Singh</i>
10.	Mr. Kaiser Saleem	Placement Coordinator/B. Tech CE	<i>Kaiser Saleem</i>
11.	Mr. Sanamdeep Singh	Placement Coordinator/B. Tech EE	<i>Sanamdeep Singh</i>
12.	Ms. Shikha	Placement Coordinator/DCA	<i>Shikha</i>
13.	Ms. Gagandeep Kaur	Placement Coordinator/DMS	<i>Gagan</i>
14.	Ms. Saloni	Placement Coordinator/Pharmaceutical Sciences	<i>Saloni</i>
15.	Mr. Manbir Singh	Placement Coordinator/BHMCT	<i>Manbir Singh</i>
16.	Ms. Bhupinder Kaur	Placement Coordinator/Fashion Design	<i>Bhupinder Kaur</i>
17.	Ms. Aditi	Placement Coordinator/Applied Science	<i>Absent</i>
18.	Ms. Aneesa Aslam	Placement Coordinator/Allied & Healthcare	<i>Aneesa Aslam</i>

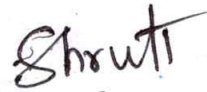
*Shruti*  
Deputy Dean T&P,  
Training & Placement Cell,  
Amritsar Group of Colleges,  
Amritsar.

 <b>AMRITSAR</b> GROUP OF COLLEGES <small>NAAC Grade "A" 3<sup>rd</sup> Cycle under Autonomous Category</small>	<b>Minutes of Meeting</b>	<b>Training &amp; Placement Cell</b>
	Ref No. AGC/T&P/2026/30/02	

<b>Meeting Date &amp; Time</b>	<b>30<sup>th</sup> April,2026</b>	<b>Meeting Venue</b>	<b>Conference Room (Training &amp; Placement Cell)</b>
<b>Meeting Drafted Date</b>	<b>30<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. Manvir Singh (APO) Mr. Gaurav Kumar (APO) Mr. Aman Prasad (Mgt. Trainee) Mr. Harmanjit Singh (B. Tech ME) Mr. Sanamdeep Singh (B. Tech EE) Mr. Kaiser Saleem (B. Tech CE) Ms. Aneesa Aslam (Allied & Healthcare) Mr. Manbir Singh (HMCT) Ms. Saloni (Pharmacy) Ms. Bhupinder Kaur (Fashion Design) Ms. Shikha (DCA) Mr. Ajay (B. Tech CSE) Ms. Gagandeep Kaur (DMS)	Mr. Rajat Tak (Industry Liaison Officer) Mr. Rishabh Arora (APT/Soft Skill Training coordinator) Ms. Aditi (Applied Sciences)

S.No.	Agenda	Discussion	Responsibility	Deadline
1.	Placement Day Celebration discussion	Discussion regarding planning, scheduling, and execution of the Placement Day event. The final date of the event is 10 <sup>th</sup> May 2026 and the last date for registration is 5 <sup>th</sup> May 2026.	Placement coordinators	30-04-2026
2.	Sharing Google Form Link with Placed Students for Registration	The Google Form link has already been provided to the Placement Coordinators; they are required to share it with the students for filling in their registration details for attending the event.	Placement coordinators	30-04-2026
3.	Consent form for pre-final-year Students	The consent form link has already been shared; coordinators to ensure that students complete the form and submit their details as soon as possible.	Placement coordinators	30-04-2026
4.	Submission of training Letters	Collection of training/offer/internship letters from students for official records and submit it to the placement cell for record keeping.	Placement Coordinators	05-05-2026
5.	Next Meeting	The next meeting is scheduled on 8 <sup>th</sup> May, 2026 at Training & Placement Cell.	Coordinators from each Department	30-04-2026

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



GPS Map Camera

# Meharbanpur, Punjab, India



Hxgr+w5r, Meharbanpur, Punjab 143115, India

Lat 31.577543° Long 74.990287°

Thursday, 30/04/2026 03:39 PM GMT +05:30

Google

