 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle under Autonomous Category</small> <small>Autonomous Status (Since 2014) Conferred by UGC</small>	Circular	Training & Placement Cell
	Ref No. AGC/T&P/2026/08/001	

Date: -06.05.2026

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


Date: 08.05.2026

Time: 03:30 PM

Venue: Conference Hall (Placement Cell)

Agenda:


- **Submission of Department-wise Alumni Data Files**
- **Current Status of Student Tracking Form**
- **Updates Regarding Consent Form (Pre-final Year Students)**
- **Next Meeting**


Shruti Prashar
Dy. Dean T&P

Meeting Date & Time	08 th May,2026	Meeting Venue	Conference Hall (Training & Placement Cell)
Meeting Drafted Date	08 th May,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>Manvir</i>
4.	Mr. Gaurav Kumar	Assistant Placement Officer	<i>Gaurav</i>
5.	Mr. Aman Prasad	Management Trainee	<i>Aman</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</i>
10.	Mr. Kaiser Saleem	Placement Coordinator/B. Tech CE	<i>Kaiser</i>
11.	Mr. Sanamdeep Singh	Placement Coordinator/B. Tech EE	<i>Absent</i>
12.	Ms. Shikha	Placement Coordinator/DCA	<i>Shikha</i>
13.	Ms. Gagandeep Kaur	Placement Coordinator/DMS	<i>Gagandeep</i>
14.	Ms. Saloni	Placement Coordinator/Pharmaceutical Sciences	<i>Absent</i>
15.	Mr. Manbir Singh	Placement Coordinator/BHMCT	<i>Manbir</i>
16.	Ms. Bhupinder Kaur	Placement Coordinator/Fashion Design	<i>Bhupinder</i>
17.	Ms. Aditi	Placement Coordinator/Applied Science	<i>Absent</i>
18.	Ms. Aneesa Aslam	Placement Coordinator/Allied & Healthcare	<i>Absent</i>

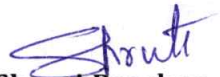
Shruti
Shruti Prashar
Dy. Dean T&P

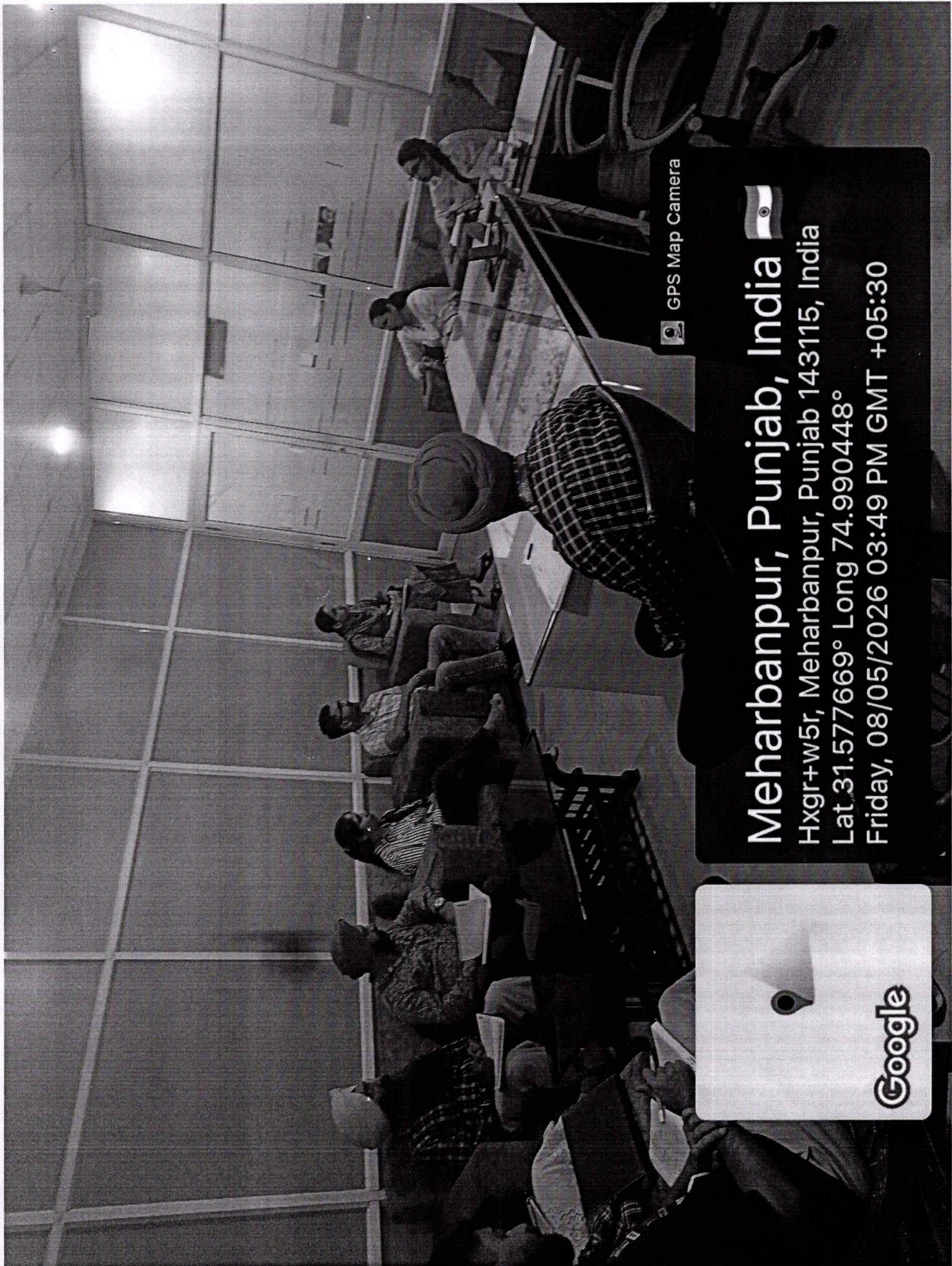
 <p>AMRITSAR GROUP OF COLLEGES</p> <p>NAAC Grade "A" 3rd Cycle under Autonomous Category</p> <p>Autonomous Status (Since 2014) Conferred by UGC</p>	Minutes of Meeting	Training & Placement Cell
	Ref No. AGC/T&P/2026/08/01	

Meeting Date & Time	08th May,2026	Meeting Venue	Conference Room (Training & Placement Cell)
Meeting Drafted Date	08th May,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
<p>Ms. Shruti Prashar (Dy. Dean T&P)</p> <p>Ms. Avleen Randhawa (APO)</p> <p>Mr. Manvir Singh (APO)</p> <p>Mr. Gaurav Kumar (APO)</p> <p>Mr. Aman Prasad (Mgt. Trainee)</p> <p>Mr. Harmanjit Singh (B. Tech ME)</p> <p>Mr. Kaiser Saleem (B. Tech CE)</p> <p>Mr. Ajay (B. Tech CSE)</p> <p>Mr. Manbir Singh (HMCT)</p> <p>Ms. Gagandeep Kaur (DMS)</p> <p>Ms. Bhupinder Kaur (Fashion Design)</p> <p>Ms. Shikha (DCA)</p>	<p>Mr. Rajat Tak (Industry Liaison Officer)</p> <p>Mr. Rishabh Arora (APT/Soft Skill Training coordinator)</p> <p>Mr. Sanamdeep Singh (B. Tech EE)</p> <p>Ms. Saloni (Pharmacy)</p> <p>Ms. Aditi (Applied Sciences)</p> <p>Ms. Aneesa Aslam (Allied & Healthcare)</p>

S.No.	Agenda	Discussion	Responsibility	Deadline
1.	Submission of Department-wise Alumni Data Files	All departments were instructed to compile and submit updated alumni data in the prescribed format	Placement coordinators	12-05-2026
2.	Current Status of Student Tracking Form	It was discussed whether the Student Tracking Form has been designed by the departments. Some departments have completed the design, while others were instructed to finalize and share the form at the earliest.	Placement coordinators	08-05-2026
3.	Updates Regarding Consent Form (Pre-final Year Students)	Coordinators were informed to ensure that consent forms are circulated and collected from all pre-final year students.	Placement coordinators	08-05-2026
4.	Next Meeting	The next meeting is scheduled on 20 th June, 2026 at Training & Placement Cell.	Coordinators from each Department	08-05-2026


 Shruti Prashar
 Dy. Dean T & P



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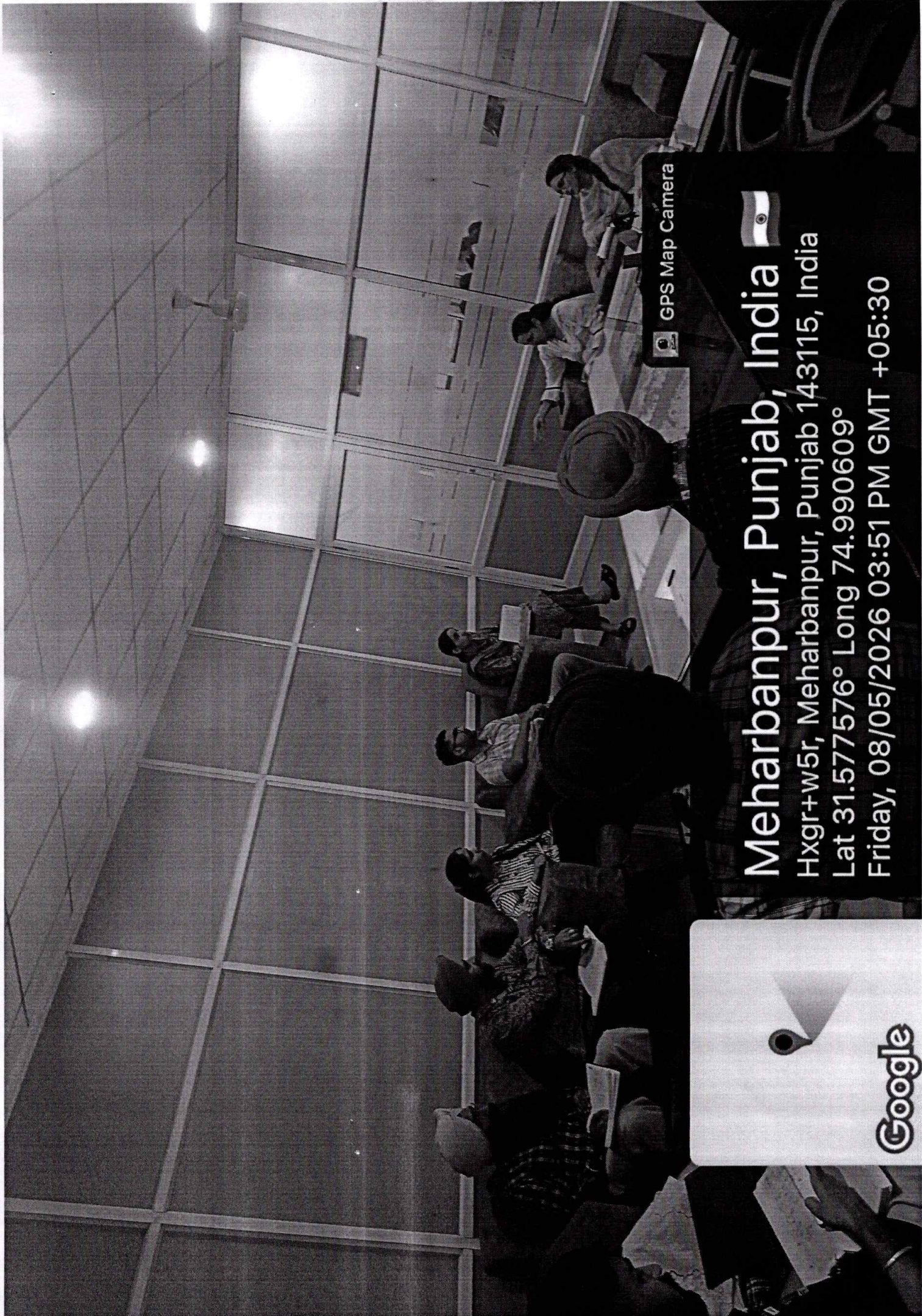
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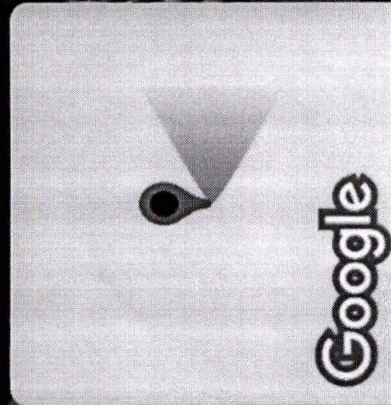


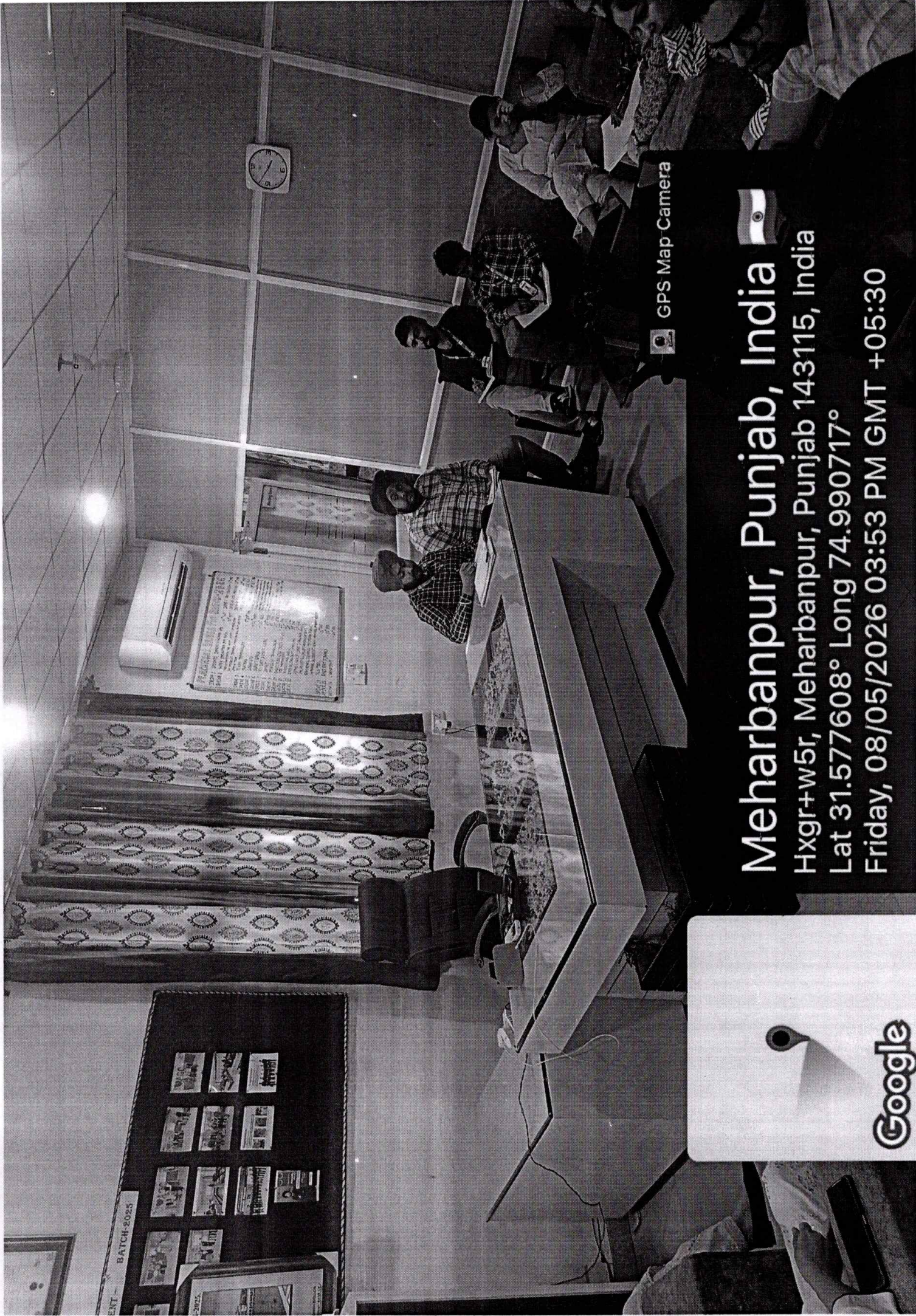
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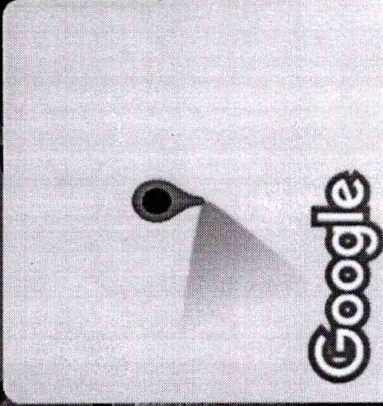


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