

PLACEMENT CELL

15th September

SELECTION OF STUDENT VOLUNTEERS

The placement cell invites students of 2nd year to volunteer in the cell for academic year 2017-18. Selection of volunteer would be done on basis of 'Group Discussion' and 'Personal Interview' to be conducted on 16 Sept. 2017 at 8:30 a.m. sharp in the college hall.

Event: selection of student volunteers for placement

venue: college Hall

Time: 8:30 a.m. (sharp)

Date: 16th September (Saturday)

Interested students may give their names to

Sorali (m.no-9540075854), latest by 15th Sept., 5:00.

Pitu

Dr. NEETU RANA
NITU

(Convener, Placement Cell)

meeting was attended by:
Mr. Paul Chopra ~~Paul Chopra~~
Mr. Amir Khan ~~Amir~~

(3)

Minutes of Meeting

16th Sept 2017

The placement cell had organized the team selection test for (2017-18) through a 'Group-Discussion' followed by 'Personal-Interview'. A total of 29 registrations were made and CD was presided over by Mr. Amir Khan and ~~Mr. Amir Khan~~ Mr. Paul Chopra. It was decided that 2 student representatives from college to CPC (CDU) would be:

1) Ms. Sonali

B. Com (H) (IInd yr.)

2) Ms. Ummati

B. Com (IInd yr.)

The teacher representative to CPC (CDU) has been decided as:

⇒ The Personal Interview round shall be conducted on 19th Sept 2017 at 11:00 a.m & presided over by Mr. Paul Chopra & Mr. Amir.

⇒ It was also decided to include in team Ms. Partha from social work as a representative of B.S.W department (as it facilitates coordination with dept. for placement drives). The name of student was suggested by Ms. Urmila ~~Urmila~~ (Asst. Prof.) of social work dept.

⇒ Similarly Ms. Shreya Thakur (7289084149) from geography department has been included in team as suggested by Dr. Sheetal Sharma (Asst. Prof.)

& Dr. Gaurav from geography dept.

⇒ A group-discussion session for final students of college would be held on 19th Sept 17 at 10-12 noon. Resource Person: Dr. G. Mishra from Times Foundation.

⑤

minutes of meeting held on 18/09/17
Room No 40

A meeting was held at 9:00 a.m. to discuss about 'Co-D' training session to be organized on 19th Sept 2017 in room no. 40 at 10:00 a.m. till 12 noon.

Permission regarding the same was taken from the principal of college and a copy of letter handed over to Mr. Dhirender Kr. attendant of room no. 4 for re-scheduling of classes.

- ⇒ A new team member (student) Ms. Sonali from B.H.J has been included in team on recommendation of Dr. Ritu as a representative of B.H.J department.

Meeting was attended by:

Dr. Ritu Rana

Ritu

Dr. Rajeev Kaur

Rajeev Kaur

Ms. Anam Khan

Anam

Ms. Parul Chopra

Parul

Ms. Divya Kalra

Divya

Permission to conduct session of Times Foundation
in room no. 40 (7)

To

The Principal
Aditi Mahavidyalaya
University of Delhi,

AO
Maula 18th Sept 2017
18/09/2017

subject: Permission to conduct session in room 40
Respected Ma'am,

The Placement-cell is organising a 2 hour practical training session on 'Group-Discussion' for students in final year of college. The duration of the event would be from 10:00 a.m till 12:00 noon on 19th September 17 in room number 40. We would kindly request you to grant permission for the same, and allow the classes scheduled in room 40 during the event to be taken in room number 10.

Thanking you

Madam,
A. allow.
On 18/9/2017

Nitu Rana
Dr. Nitu Rana

Convener, Placement cell

01 copy given to ^{Mr.} Dharendra Kumar

Allowed
Maula
18/09/2017

minutes of meeting25th Sept '18.

11:00 a.m

staff Room

- Agenda ⇒ To put up a notice regarding registration of students for C.P.C., D.V. The final year students can apply for 'Employment' and will have to fill online application form available on official website of University of Delhi for placement & will have to pay a fee of ₹100 for the same.
- ⇒ The students in 1st and 2nd year of college can apply for 'Internship' on the same portal and their registration is free of any charge.
- ⇒ It was decided that students will be given a time period of 2 weeks (till 10th Oct 2017) to apply for the same.

Dr. Nitin Rana

Dr. Rajew Kaur

Ms. Paul Chopra

Mr. Amir Khan

Ms. Divya Kalia

Ditin

Rajew Kaur

Paul Chopra

Amir Khan

Divya Kalia

NOTICE

Placement - Cell

For Central Placement Cell (CPC) University
of Delhi registration :

log on to :

Placement.du.ac.in

Students of 2nd year - fill for Internship

Students of final year - fill for employment

Submit forms latest by 10th Oct. 2017 to
your respective C.R's.

For queries contact

Sonali - 9540075854

Ummati - 8750585804

minutes of meeting

24/10/2017

11:00 a.m.

Room No 10

A meeting was held to discuss the following:

(i) The last date of ~~entry~~ registration to C.P.C (D.V) has been intended till 31st Oct 2018 and a notice to be put up for the same.

(ii) It was decided to conduct a seminar on 'Personal Interviews' by inviting expert speakers from 'The Times' on 31/10/2017. This would be an extension to the student development practices from the 'How to crack a Group Discussion Round' that was conducted in the previous months.

Both of these seminars shall help students to face the interview rounds coming in future months successfully.

A letter seeking permission for the same from the Principal of college would be run.

Dr. Nitin Rana

Dr. Rajeev Kumar

Mr. Pankaj Chandra

Mr. Anurag Kumar

Mr. Divyanshu Kalia

[Signature]

Rajeev Kumar

Principal

Amir

[Signature]

Minutes of Meeting~~15~~ 15th Jan 2018

10:30 a.m

Staff Room

- A meeting was held to extend last date of
 ⇒ submission of C.P.C. (D.C.) registration forms till 22nd Jan 2018. It was further decided that this would be the last extension of date. No forms would be entertained beyond this date.
- ⇒ It was also decided to organize 1st round of 'Young Talent Hunt' Quiz contest organized by I.T.S. (Ghaziabad). The duration of test would be 20 minutes per student. The first round is to be conducted on 30th Jan 2018 at 11:30 a.m in room numbers 05 and 06.

Dr. Nitin Rana

Dr. Rajew Kaur

Paul Chhpa

Amit Khan

Dinga Kakra

Minutes of Meeting

15th Feb 2018

11:00 a.m.

Staff Room.

A meeting of committee was held to discuss about a seminar to be arranged on 'How to be a Good Public Speaker' in collaboration with Commerce Department that is organizing its annual commerce festival 'Varijyam - 2018' from 20th - 22nd Feb 2018.

The seminar would be held in college hall and speaker would be invited from the Times foundation.

Dr. Nitin Bana

Dr. Rajiv Kaur

Ms. Pankaj Chopra

Mr. Anur Khan

Ms. Divya Kalia

Dita

Rajiv Kaur

Pankaj

Anur

Divya

Minutes of Meeting

23/02/18

12:00 noon

Staff Room.

A meeting was conducted in staff room to discuss about conduct of online exam for selection / recruitment to Tata Power Limited.

It was decided that exam would be conducted on 27th Feb 2018 in room number 40 from 9:30 a.m - 1:00 p.m.

⇒ The exam would be conducted by external examining agency 'Aspiring Minds' appointed by Tata Power Ltd.

⇒ The engineer from 'Aspiring Minds' would be visiting the college on 26/02/18 at 9:00 a.m to install software in the computers.

⇒ The placement drive is meant for students of B.A and B.A(H) social work, who are in final year of college and fulfill the ~~ed~~ eligibility criteria laid down by the 'Tata Power Ltd.'

A letter seeking permission for the same & notice for the same were circulated

Dr. Nitu Rana

Dr. Rajeev Kumar

Mr. Parul Chopra

Mr. Amir Khan

Ms. Divya Kalia

[Signature]

Kapoor

Phy

Amir

Divya

26/02/18

5PM

Room No. 40Minutes of Meeting.

A meeting was held in room no. 40 to discuss about conducting the online recruitment examination by Tata Power Limited. The installation of software needed for the conduct of examination couldn't be done due to unavoidable circumstances. On verbal communication with and advice by Tata Power Limited, it was decided that the online examination will be conducted at the Rajouri Garden center of 'Aspiring Minds Limited' (external examination agency of Tata Power Limited).

on

Dr. Nitu Rana

Dr. Rajeev Kaur

Ms. Parul Chopra

Mr. Aamir Khan

Ms. Divya Kalra

Nitu
Rajeev Kaur.
Parul
Aamir.
Divya.

PLACEMENT- CELL (2018-19)

Convener: Dr. Nitu Dabas

Co-Convener: Dr. Rajeev Kaur

Members: Ms. Parul Chopra

Ms. Aamir Khan

Ms. Divya Bhateja

Ms. Sumita Dahiya

minutes of meeting

Dated: 26th July '18

Time: 12:45 a.m

Venue: Room No 06.

A meeting of committee member was held to discuss the following:

1.) Proposed Budget of the activities of the Placement cell for year 2018-19 was prepared.

2.) It was decided to build up team of student members of 'Placement-cell 18-19' by outgoing student members of the cell 2017-18. For this a meeting was to be held with students.

Meeting was attended by

Convener : Dr. Nitin Dabas

Co-convener : Dr. Rajen Kaur

Members : Ms. Paul Anshu

Ms. Sumita Dahiya

Mr. Aramis Khan Jami

Ms. Divya Bratya

ADITI MITHAVIDYALAYA
(University of Delhi)

3rd August, 2018

PLACEMENT CELL

This is to inform that Placement cell is looking for students members to build up its team for 2018-2019. Selection would be on the basis of a group Discussion & Personal Interview round. All those who are interested must reach college hall on 9th August, 2018 at 10:00 am sharply.

Eligibility : Students of 2nd year.

Please submit their names to :

Ummati : 87505 85804

Sonali : 95400 75854

Latest by 8th August 2018 , 12:00 NOON

minutes of meeting

Page No. TELCO
Date: 3rd Aug
11:45 a.m.
Room No: 06

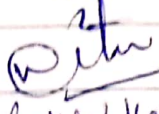
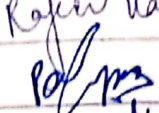
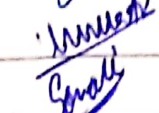
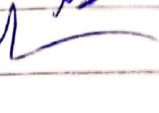
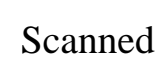
A meeting was held with outgoing student representative of Placement-cell 2017-18.

The agenda was to discuss about formation of students' team 2018-19 and naming of the cell.

- 1.) It was decided that the student member 2017-18 would conduct selection process of recruiting new member. For this 2 rounds i.e. the Group Discussion and Personal Interview would be conducted.
- 2.) The students suggested some names to christen the Placement-cell 2018-19. The names enlisted were: Inception, Neer, Genesis, Wings, Raah, Vdaam.

Meeting was attended by:

Convener: Dr. Nitu Dabas
Co Convener: Dr. Rajeev Kaur
Member: Ms. Paul Chopra
Student: (1) Ms. Ummati Khatun
Representative: Ms. Sonali Dagar
2017-18 Dr. Sumita Dahiya


Dr. Nitu Dabas

Dr. Rajeev Kaur

Ms. Paul Chopra

Ms. Ummati Khatun

Ms. Sonali Dagar

minutes of meeting Date: 7th Aug
venue:

Principal's Office

A meeting of all members was held to discuss about the academic calendar of the Placement - cell

Dr. Motu Dalas

Mr. Aamir Khan

Dr. Sunita Dahiyra

Dita
Rajesh Kumar
Aamir
SL

The Principal
Aditi Mahavidyalaya
University of Delhi
Bawana
Delhi - 110039

Date: 09.08.18

SUB: Academic Calendar of the Placement Cell

Madam,

This is to bring to your kind notice that I am submitting the academic Calendar of the Placement Cell for the year 2018-19. The details are as following:

- 1.) Workshop on Group Discussion and IT skills in August 2018.
- 2.) Workshop on Personal Interview and Counselling for career in Stock Market in September 2018.
- 3.) Placement Drive of Central Placement Cell, DU from November 2018 onwards.
- 4.) Workshop on Public Speaking Skills in January 2019
- 5.) Central Placement Cell, DU Registration Sept to Jan 2019
- 6.) Young Talent Quiz Contest inter University in Feb, 2019
- 7.) Virtual Job Fairs.

Thanks & Regards.

Yours Sincerely
Dr. Anita Rayan

Minutes of Meeting

Date: 9th Aug.

Venue:

~~Staff Room~~

Staff Room

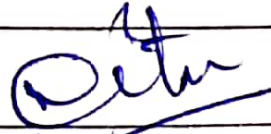
12:45 p.m.

Meeting was held to discuss about activities to be conducted during year 2018-19 by the Placement-cell. Academic Calendar was prepared.

Dr. Nitin Dabas

Mr. Anurag Khan

Dr. Sunita Dahiya


Nitin Dabas

Anurag

Sunita

Student Team-Placement-Cell
Selection Process - Tier 1.

Date: / /
Page No.: TELCO

(5)

Conducted at 10:00 a.m. in
College Hall.

Date: 9th August '18.

Attached (1) Team selection
Student Registration

(ii) Shortlisted students to
appear for Tier-2 P.I. round.

Total students appeared = 59

Students shortlisted for P.I. = 22

Dr. Niku Talwar

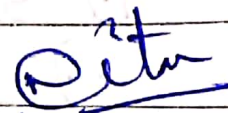
Dr. Rajew Kaur

Ms. Paul Chopra

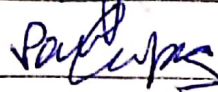
Mr. Anurag Khan

Ms. Divya Raha

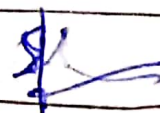
Ms. Sumita Dahiya.



Rajew Kaur



Anurag



Selection Process - Tier IIPersonal Interview RoundDate: 10th Aug '18

Venue: Conference Room

Time: 8:45 a.m

List of students selected to
build Placement Team of
students

- 1.) Rakhi Bhardwaj - B.Lom (H)
- 2.) Yashasvi Singh B.Lom (H)
- 3.) Pooja B.Lom (P)
- 4.) Prepti B.Lom (H)
- 5.) Anjali B.A (Prog.)
- 6.) Nikita B.Lom (H)
- 7.) Megha B.Lom (H)
- 8.) Shrishti Bisht B.Lom (H)
- 9.) Shrutika Aggarwal B.Lom (H)
- 10.) Khyati B.Lom (H)
- 11.) Swati Singh B.S.W.

Dr. Nitin Dabas

Dr. Rajiv Kumar

Ms. Paul Chopra

Ms. Sunila Dehija

Ms. Anur Khan

Ms. Divya Bhatnagar

Rajiv

Rajiv Kumar

Paul

Paul

Anur

Minutes of Meeting

Date: 13th Aug 18
12:45 p.m.

A meeting was held to discuss about organizing a workshop on Personality development of Attending Career opportunities.

The workshop was to be divided into 02 sessions:

Session 1: How to Crack a group Discussion.

Respectable Speaker: Dr. G.N. Mishra

Senior Academic Head, T.I.M.E. Institute

Session 2: "Artificial Intelligence" - a special lecture

Resource Person: Dr. Rajew Mishra
Associate Professor, Dept. of Commerce
S.G.N.D. Khalsa College, D.V.

It was also decided that special lecture in session 2 would be organized in collaboration with I.T. Committee.

A letter seeking permission from Principal of college was ~~not~~ executed.

Dr. Nitin Dabas

Dr. Rajew Kaur

Ms. Pankaj Chopra

Ms. Anshu Khair

Dr. Sunita Dahiya

[Signature]
Rajew Kaur
Pankaj Chopra
Anshu Khair
Sunita Dahiya

minutes of meeting

A meeting was held to discuss about arrangements to be done for the forthcoming workshop on "Personality Development & Alternative Career opportunities".

Duties were allocated among team members for the same and letter regarding provision of work order was done.

Dr. Mitu Dabas.

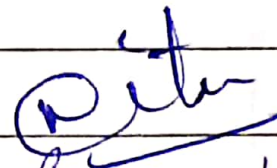
Dr. Rajew Kaur

Ms. Parul Chopra

Ms. Sunita Dahiya

Mr. Aamir Khan

Ms. Divya Bhateja



Rajew Kaur

Parul Chopra

Sunita Dahiya

Aamir Khan

minutes of meeting held on 21 Jan 19
at 12:45 P.M. in room no. 06.
A meeting was held on 21 Jan 19
to discuss about Inter
college quiz contest 'Young Talent
Search' by I.T.S. on 25th
Jan 2019 held at 12:00 noon
in room number 10 & 11.

It was also decided to
organize a lecture on 'Career in
Finance' in collaboration with
the Department of Commerce. The
seminar would be conducted for
students of Biral year of Dept-
of Commerce and keynote speaker
would be from the Bajaj Capital
group who had approached the
Placement cell to conduct the
same.

Dr. Nitin Datta

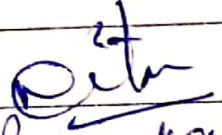
Dr. Rajeev Kaur

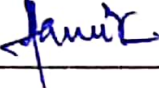
Ms. Paul Chopra

Ms. Sumita Dahiya

Mr. Aamir Khan

Ms. Durgam Bhaleya


Rakesh Kumar
Principal


Janki

Minutes of meeting held
on 25th Jan 19 at 2 p.m in
room number 06.

The meeting was concluded to conclude the inter college quiz contest 'Young Talent Search' organized by I.T.S. Gwalior. About students from various disciplines of college attended the first round of the quiz & got certificate of participation for the same. The top 10 performers would be eligible for the higher rounds of the contest that shall be conducted in I.T.S. campus and they shall be informed by mail about the result.

Dr. Nitu Dabas

Dr. Rajeev Kaur

Dr. Paul Chopra

Dr. Sunita Dahiya

Mr. Aamir Khan

Ms. Divya Bhargava

Ritur
Rajeev Kaur
Rajeev Kaur
Rajeev Kaur
Rajeev Kaur

Minutes of meeting held on
in room number 10.

The meeting was conducted to discuss about attending meeting convened by the United Placement Cell, University of Delhi at it was decided that student coordinators Ms. Megha - Goyal & Ms. Nikita Singh along with teacher coordinators Dr. Parul Chopra would be attending the meeting on 1st Feb 2019 at 4:00 p.m. in the Conference Hall at North Campus.

Dr. Nitin Datta

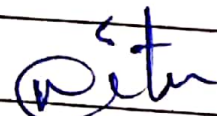
Dr. Rajeev Kumar

Dr. Parul Chopra

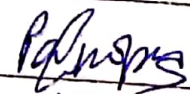
Dr. Sunita Dahiya

Mr. Anurag Kumar

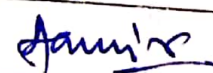
Ms. Divya Bhaleja



Rajeev Kumar



Anurag



meeting was convened by Dr. Nitu Dabas to discuss about collection of C.P.C. forms from students. It was decided that forms for internship (from 1st & 2nd years) & for placement (from final year) students would be collected till 10th march 2019.

Dr. Nitu Dabas

Dr. Rajesh Kumar

Dr. ~~Moo~~ Paul Chopra

Dr. Sumita Dahiya

Mr. Aamir Khan

Ms. Dinga

Peter
Rajesh Kumar
Paul Chopra
Sumita Dahiya
Aamir Khan
Dinga

Minutes of Meeting
25th March 19 at 12:00 noon in
room number 06.

Agenda:

Meeting was called to extend
the ~~notice~~ date of submission
of C.P.C. forms till 5th April 19.
Notice regarding the same was

Dr. Nilesh Dabas

Dr. Rajesh Kaur

Dr. Paul Chopra

Dr. Sumita Dahiya

Ms. Divya Bhaleja

Ms. Amir Khan.

²⁴
D. R.
Rajesh Kaur

SL

Amir

Date : / /

Page No.: TELCO

Request letter for conduct of
Seminar on 'Career in Finance'

The Placement cell in collaboration
with Department of Commerce
had organized a seminar on
'Career in Finance' by inviting
expert from Bajaj Capital group.

Speaker: Mr. Anil Chopra
Group Director, Corporate Affairs
Bajaj Capital group.

minutes of meeting held on
12/04/2019 at 12:10 noon
in room number 10.

A meeting was conducted to discuss about organizing the maiden 'Internship cum Job Fair' for students of University of Delhi. The fair was to be conducted in-campus on 18th Apr 19 and was to be named 'Endeavour'. ~~electronic~~ ~~private~~ meeting was attended by:

Dr. Nitin Dabas

Dr. Rajew Kaur

Dr. Paul Chopra

Dr. Sumita Dahiya

Mr. Amir Khan

Ms. Divya.

Rajesh Kaur

[Signature]

[Signature]

TO

The Principal
Aditi Mahavidyalaya
University of Delhi

12th April 2019

AO
Mamta
12/04/19.

Subject: Request for permission to conduct
job-fair on 18th April 2019.

Dear madam,

The Placement Committee is conducting a job-fair for students on 18th April 2019 from 11:00 a.m. - 2:00 p.m. We have invited companies like Shreekhon, Best R.P. Consultants, Aaina Foundation etc. for the same. We would kindly request you to grant us permission for the same and allow us to use room numbers 5, 6, 10, 11 and 12 for the same from 11:00 a.m. - 2:00 p.m. Kindly allow classes in above mentioned rooms during the hours mentioned to be re-scheduled to another class or time. Also kindly grant permission to invite students from other colleges as well for the same.

Thanking you,

Peter

Dr. Nitin Datta

Coincides, Placement - Cell

Madam,
Pl. allow.
Anshu
12/4/19

Allowed
Mamta



**ADITI
MAHAVIDYALAYA**
(UNIVERSITY OF DELHI)
AUCHANDI ROAD, BAWANA, DELHI-110039

PLACEMENT CELL

Presents

"Endeavor'19"

(INTERNSHIP CUM JOB FAIR-2019)

DATE: 18th APRIL, 2019

TIME: 10:00 AM – 2:00PM

VENUE: COLLEGE CAMPUS

(Open for all students of the University of Delhi)

For Registration: <https://forms.gle/9ZNDRs4z7xE9SirE9> OR

Scan QR Code



Dr. Mamta Sharma
(Principal)

Dr. Nitu Dabas
(Convener)

Dr. Rajeev Kaur
(Co-Convener)

Student Coordinators- Annu Pathak & Ummati Khatoon



Eckovation

BEST RPO

Shaping futures. Not Just Hiring!



| Sl. No. | Title | Page No. | Sign / |
|--|-------|----------|---------|
| | | | Remarks |
| <h1>PLACEMENT CELL</h1> <h2>(2019-20)</h2> | | | |
| | | | |

Convener : Dr. Nitu Dabas
Co-Convener : Dr. Rajeev Kaur
Members : Dr. Sunita Dahiya
Ms. Indu
Ms. Aamir Khan
Dr. Hema Gupta
Ms. Lovely

Minutes of Meeting

Date : 27 Aug, 2019

Time : 11.30 a.m.

Venue : Room No-5

A meeting of placement committee was held on 27 Aug, 2019 at 11.30 am in Room No-5. The following decisions were taken.

- 1.) The members present in the meeting decided to make the team of students members of Placement Cell 2019-20. The outgoing student members of the cell 2018-19 will make the team. The students from the second year will be selected on the basis of Group Discussion and Personal Interview. The same will be discussed with the outgoing team in the meeting with them later.
- 2.) It was also decided that special lectures will be organised on Group Discussion, IT skills, Personal Interviews, Public Speaking skills etc. for the students. Job fair will also be organised in the month Feb/March 2020.
- 3.) The two letters received on 20 Aug, 2019 from the college were also discussed and decided to be kept in record.

4.) The following members attended the meeting:

Dr. Nitu Dabas (Convener)

Nitu

Dr. Rajeev Kaur (Co-Convener)

RK

Dr. Hema Gupta (Member)

HG

Dr. Sunita Dahiya (Member)

SD

Ms. Indu

(Member)

Indu

Mr. Amir Khan (Member)

Amir

Date _____
Page _____

Minutes of Meeting
Date : 30 Aug, 2019
Time : 11.30 am
Venue : Room No-5.

A meeting of the placement committee was held on 30 Aug, 2019 at 11.30 am in Room No-5. The following decisions were taken :

- 1.) It was decided that the selection of Placement volunteers for the academic session 2019-20 will be done on 3 September, 2019 in Room No.1 at 9.30 a.m.
- 2.) The notice for the same will be displayed on all the notice boards of the college.
- 3.) The first round will be of Group Discussion and the second round will be of personal interview. The outgoing volunteer team of Placement Cell 2018-19 alongwith the Placement Committee will select the volunteers.

The following members were present in the meeting :

| | |
|-------------------------------|---------|
| Dr. Nitu Dabas (Convener) | Nitu |
| Dr. Rajeev Kaur (Co-Convener) | RK |
| Dr. Hema Gupta (Member) | H Gupta |
| Dr. Sunita Dahiya (Member) | Sunita |
| Ms. Aamir Khan (Member) | Aamir |
| Ms. Lovely | Lovely |
| Ms. Indu | Indu |

Minutes of the Meeting

Date : 3 September, 2019

Time : 12.30 pm

Venue : Room No-5

A meeting of the placement committee was held in room No-5, on 3 Sept, 2019 at 12.30 pm. The following decisions were taken:-

- ① For the selection of team of Placement 28 names were given by students of the college during registration process. GD was taken by Dr. Sunita Dahiya, Mr. Amir Khan and all the student volunteers of Placement Committee (2018-19). Fourteen students were selected after GD for next round of personal interview.
- ② All the fourteen students gave the PI and then ten students were selected for the Placement Cell 2019-20 (list attached) and two students were taken extra.
- ③ The team for Placement Cell (2019-20) is :
Chief Student Coordinator - Ms. Rakhi,
Student Coordinators - Ms. Bhavika, Ms. Dimple.
Student Members - Ms. Vinita, Ms. Sukriti, Ms. Chetna,
Ms. Dharvi, Ms. Mansi, Ms. Mehak, Ms. Nisha, Ms. Vaishali
Ms. Finu, Ms. Swati Kesaguwani.
- ④ The following members attended the meeting:
a.) Dr. Nitu Dabas
b.) Dr. Rajeev Kaur
c.) Dr. Hema Gupta
d.) Dr. Sunita Dahiya
e.) Ms. Indu
f.) Mr. Amir Khan
g.) Ms. lovely

Nitu
Rajeev Kaur
Hema
Sunita
Indu
Amir
lovely

Minutes of the Meeting

Date : 6 September, 2019.

Time : 11.30 pm

Venue : Room No-5

A meeting of the placement committee was held on 6 September, 2019 at 11.30 pm in room No-5. The following decisions were taken :-

- ① It was decided that a special lecture will be organised on 19 September 2019 in room No. 40 around 10 am. The topic for the same is :
'Discover an Entrepreneur in you'.
Resource Person : Mr. Ravinder Bhatia
Profile : Asst. Professor, Banking & Finance at AIM

- ② It was also decided that one more special lecture will be organised on 24 September 2019 in room No. 40. The topic for the seminar :
'Skill Development Programmes on Financial Literacy'.
Resource Person : Mr. Vijay Kaushik
Profile : Lecturer, AIFMR Institute Ltd.

- ③ The permissions for organising both the lectures will be taken from the principal mam. The duties for organising the lectures were also distributed.
Dr. Sunita Dahiya => Invitation letters, Thanks letters, Registration forms, Feedback forms.
Mr. Amir Khan => Projector, Screen, Mike etc. arrangements in Room No-40.

Ms. Indu \Rightarrow Refreshments for the guests.
photographs etc.

Ms. Lovely \Rightarrow Welcome and Thanks of the
speaker, Report of the lecture.

④ The following were present in the meeting:

Dr. Nitu Dabas

Nitu

Dr. Rajeev Kaur

Rajeev Kaur

Dr. Hema Gupta

Hema Gupta

Dr. Sunita Dahiya

Sunita

Mr. Aamir Khan

Aamir

Ms. Indu

Indu

Ms. Lovely

Lovely

Minutes of the Meeting
Date : 16 September, 2019
Time : 10 am
Venue : Room No. 6.

A meeting of the placement committee was held on 16 September 2019 at 10 am in Room No. 6. The following decisions were taken:

- ① It was decided that Mr. Aamir Khan (Member, Placement Committee) will attend the meeting in Conference Centre, near botany department in North Campus alongwith Ms. Sukriti and Ms. Mehak (Volunteers, Placement Committee) on 16 Sept, 2019 at 3.30 pm.
- ② The CPC, (Placement Cell, University of Delhi) has initiated the process of registration for the students for placement and internship. It was decided that the CPC forms from the students would be collected till 30 September, 2019. The notice for the same will be put on the students' notice board.
- ③ The decision was also taken to display the notices for the two special lectures on 19th Sept 2019 and 24th Sept 2019 on all the notice boards of the college for attending the lectures.
- ④ It was also decided that one special lecture will be organised on 26 Sept, 2019 in association with T.I.M.E. group. The topic for the same will be 'How to do well in Group Discussions'.

Resource Person : Ananda Mohan De, TIME EDUCATION.

- ⑤ The members present in the meeting also discussed the annual budget for the placement cell for the year 2019-20. It was decided that four special lectures on group discussion, personal interviews, financial markets, entrepreneurship, public speaking etc. will be organised during 2019-20. Job Fair will be organised in Feb/Mar 2020.

The budget for the abovementioned activities is:
Funds Available (as informed by Shekhar)
 $= \text{Rs } (20 \times 1,900)$
 $= \text{Rs } \underline{\underline{38,000/-}}$

Expenditures

① Special lectures

- (a) Honorarium $(3,000 \times 2) = \text{Rs. } 6,000$
 (b) Tent, chairs, tables etc. $= 2,000$
 (c) Certificates, banners etc. $= 4,000$
 (d) Refreshments $(500 \times 4) = 2,000$
 (e) Stationery (Rim, badges, t-shirts) $= 6,000$

Total = 20,000 — ①

② Job Fair

= Rs. 13,000 — ②

③ Newsletter

= Rs. 5,000 — ③

Grand Total = Rs. 38,000 (① + ② + ③)

⑥ The following were present in the meeting:

Dr. Nitin Dabas

Dr. Rajeev Kaur

Dr. Hema Gupta

Dr. Sunita Dahiya

Mr. Amir Khan

Ms. Lovely

Ms. Indu

Nitin

Rajeev Kaur

Amir

Lovely

Indu

Minutes of the Meeting

Date : 01.10.2019.

Venue : Room No. 6

Time : 10.30 am

A meeting of the placement committee was held on in room no. 6 at 10.30 a.m.

The following decisions were taken:

- 1.) It was decided that the placement committee will organise a special lecture on 'Career after Graduation' in association with the Department of Commerce. The resource person will be from T.I.M.E. group. The tentative date will be 5 November, 2019. The permission for the same will be taken ~~by~~ from the Principal mam.

- 2.) It was also decided that the date for the collection of CPC forms from the students for the signature of Principal Mam will be extended till 22 October, 2019.

- 3.) The following members attended the meeting:

Dr. Nitu Dabas

Dr. Rajeev Kaur

Dr. Hema Gupta

Dr. Sunita Dahiya

Nitu

Rajeev Kaur

Hema Gupta

Sunita Dahiya

Date: 03 January, 2020

Venue: Room No-5

Time: 10.30 am

A meeting of the placement committee was held at 10.30 am in Room No-5 along with the volunteers of the Placement committee. The following decisions were taken:

- 1.) It was decided that the students of the B.A.(P) final year will be informed ~~to~~ and asked to get registered for the online exam of the job offered by TATA POWER.
- 2.) It was also decided that the JOB FAIR will be organised in the month of March 2020.
- 3.) The members present in the meeting also decided to forward the mail received from TATA POWER to all the TICs of the B.A. Program.
- 4.) The application for the same will be written to Principal Madam for forwarding the mail regarding online examination of the job offered by TATA POWER.
- 5.) The following members were present in the meeting:

With
03/01/2020

Rajesh Kumar
03/01/2020

Indu
31/1/2020

Sushu
31/1/2020

Placement Committee Meeting

Jan: 08, 2020

A meeting was held on Jan: 08, 2020... regarding the campus placement to be held by the Tata Power Delhi Distribution Limited. Tata Power DDL will be conducting an online exam tentatively by next week. Team & Volunteers were briefed on the same, and work is distributed among the Placement Committee.

Following are the members present :-

Volunteers

- 1) Vaishali
- 2) Dimple
- 3) Chetna
- 4) Dharni
- 5) Sukriti
- 6) RAKHI

Members

Rajesh Kumar
Indu Ronels

Aamir
08/01/2020

Sush
08/1/2020
Page 6
8/1/2020

Meeting of the placement committee was held on 16/01/2020 in room no. 5 at 10:45 a.m. in the college. Following were discussed

- 1) Due to some technical problems online placement exam by Tata power Ltd. couldn't be held in the college, so on the advice of the Tata Power Ltd. it was decided that the same may be conducted at their authorised centre (to be finalised by them later).
- 2) Committee also decided to organize "Young Talent Hunt" (written quiz) conducted by ITS Ghaziabad on 23rd Jan 2020 in room no. 526.
- 3) It was also decided to organize seminar cum campus placement and training by Trakinvest for the corporate partner Policy Bazar on 28th Jan 2020 in the college hall for the final year students from all streams.

Rajesh Kumar
Indu
Lovely
S.K.

26-5-2020

classmate

Date _____

Page _____

Minutes of the Meeting

Date: 26 May, 2020

Time: 12.30 pm

Venue: Google Meet

An ^{online} meeting of the placement committee was held on 26 May 2020 at 12.30 pm on google meet. The following decisions were taken:

- ① It was decided that the placement committee will organise one webinar on 30 May 2020 at 11.30 am.
- ② The topic for the webinar will be 'Opportunities in Banking Sector'. The speaker for the same will be Ms. Manisha Rana (Manager, SBI, Main Branch).
- ③ In the webinar, the e-newsletter of the Placement Cell will also be released. The placement cell is releasing the e-newsletter for the first time. This e-newsletter is the first issue. It is covering all the events/programmes organised by the Placement Cell in the academic year 2019-20.
- ④ The permission for the same will be taken from the principal madam by email or on whatsapp.
- ⑤ The duties were also distributed for the webinar:
Dr. Sunita Dahiya ⇒ Invitation, Thanks letter, attendance & feedback form.
Ms. Indu ⇒ Poster of the event, Communication with students.
Ms. Lovely ⇒ Event Coordination, Report writing

- ⑥ It was also decided that students from the last year batch who were part of placement cell in previous years will be asked to join the seminars and share their experiences.
- ⑦ The following members were present in the online meeting.
- Dr. Nitu Rana (Convener) @Nitu
Dr. Rajeesh Kaur (Co-Convener)
Dr. Hema Gupta (Member)
Dr. Sunita Dahiya (Member)
Ms. Indu (Member)
Ms. Lovely (Member)

PLACEMENT CELL

2020-21

Dr. Nitu Rana Dabas (Convener)
Dr. Rajeev Kaur (Co-Convener)
Dr. Hema Gupta (Member)
Dr. Sunita Dahiya (Member)
Ms. Indu (Member)
Ms. Lovely (Member).

Minutes of Meeting

Date : 09 September, 2020

Time : 12.45 pm

Platform : Google Meet

A meeting of the Placement Committee was held ^{online} on 09 September, 2020 at 12.45 pm on Google Meet. The following decisions were taken:

- 1) The members present in the meeting decided to make the student volunteers team of Placement Cell for the year 2020-21. The outgoing student members of the cell 2019-20 will make the team. The students from the second year will be selected on the basis of interview.
- 2) It was also decided that webinars will be organised on Group Discussions, Personal Interviews, Stock Markets.
- 3) The date for selection of Student Volunteers for Placement Cell was also decided i.e. 18th September, 2020.
- 4) The following members attended the meeting:
Dr. Nitu Rana (Convener) Nitu
Dr. Rajeev Kaur (Co-Convener)
Dr. Hema Gupta
Dr. Sunita Dahiya
Ms. Indu
Ms. Lovely.

Minutes of Meeting

Date: 18 September, 2020

Time: 4.30 pm

Platform: Google Meet

An ^{online} meeting of the Placement Cell was held on 18 September, 2020 for selecting the Student Volunteers team for the Placement Cell of 2020-21. The volunteers were selected on the basis of Personal Interview. The outgoing team of student volunteers of Placement Cell conducted the interview round of the interested students.

The following students were finalised for the Student Volunteers team of Placement Cell:

- 1.) Ms. Shagun B.Com (Hons.) Sem III Coordinator
- 2.) Ms. Indra Bansal B.Com Sem III Coordinator
- 3.) Ms. Sakshi B.Com (Hons.) Sem III Member
- 4.) Ms. Himani Kapoor B.Com Sem III Member
- 5.) Ms. Sonal B.Com (Hons.) Sem III Member
- 6.) Ms. Siddhi B.Com Sem III Member
- 7.) Ms. Vaishali B.Com (Hons.) Sem III Member
- 8.) Ms. Shailja B.Com Sem III Member

~~(Gauri, Himanshi and Rana)~~

The following members attended the meeting

- 1.) Dr. Nitu Rana (Convener) ^{with}
- 2.) Dr. Rajeev Kaur (Co-Convener)
- 3.) Dr. Hema Gupta
- 4.) Dr. Sunita Dahiya
- 5.) Ms. Indu
- 6.) Ms. Lovely

Minutes of the Meeting
Placement Cell

29.09.2020

A meeting of the Placement Cell was held on 29 September 2020 at 11:30 am in the staff room of the College. The following decisions were taken:

- 1-) It was decided that the poster of 'Central Placement Cell' registration will be circulated in all the whatsapp group of the Placement Cell i.e. with TIG, with CR's, with Placement Volunteers. The students of all the courses will be asked to get registered with the 'Central Placement Cell' of University of Delhi.
- 2-) It was also decided that a webinar will be held in the second week of October 2020 in association with Department of Commerce. The resource person will be from T.I.M.E.
- 3-) The following members attended the meeting:
 - a-) Dr. Nitu Rana Dabas (Convener) Nitu
29/09/2020
 - b-) Dr. Rajeev Kaur (Co-Convener) Rajeev
29/09/20
 - c-) Dr. Hema Gupta
 - d-) Dr. Sunita Dahiya Sunita
29/9/20
 - e-) Ms. Indu Indu
 - f-) Ms. Lovely Lovely
29/9/20

Minutes of the Meeting

Date: 01.10.2020

Time: 12.45 pm

Platform: Google Meet

A meeting of the Placement Cell was held ^{online} on 01.10.2020 at 12.45 pm to decide about the webinar and the registration in Central Placement Cell. The following decisions were taken:

- 1.) It was decided that the poster ^{of CPC registration} will be circulated in all the whatsapp group of the Placement Cell i.e. with TICs, with CR's, with Placement Volunteers. The students will be asked to get registered with the Central Placement Cell of Delhi University.
- 2.) It was also decided that a webinar will be held in the second week of October 2020. The resource person will be from T.I.M.E.
- 3.) The following members were present in the meeting:
 - a.) Dr. Nitu Rana (Convener) ^{at}
 - b.) Dr. Rajeev Kaur (Co-Convener)
 - c.) Dr. Hema Gupta
 - d.) Dr. Sunita Dahiya
 - e.) Ms. Indu
 - f.) Ms. Lovely.

Minutes of the Meeting

Date: 07.10.2020

Time: 2 pm

Platform: Google Meet

An ^{online} meeting was held on 07.10.2020 at 2 pm on google meet. The agenda was to discuss about the webinar.

The following decisions were taken:

- 1.) It was decided that a webinar will be held on 9th October, 2020 at 11 am on google meet in association with Department of Commerce and Extensive Lecture Series of the College.
- 2.) The topic of the webinar is 'Stock Markets'. The resource person will be from T.I. M.E. group, Anil Singh Bhadauria (Senior Regional Head, T.I. M.E., MBA in marketing and finance).
- 3.) The duties were also given for the webinar.
 - a.) Dr. Sunita Dahiya ⇒ Invitation and Thanks letter of the Resource person, Registration forms and feedback forms.
 - b.) Ms. Indu ⇒ Poster.
 - c.) Ms. Lovely ⇒ Report of the webinar, Introduction & welcome of the resource person.
 - d.) Dr. Nitu Rana ^{Voting} ⇒ Thanks.
- 4.) The following were present in the meeting:
 - 1.) Dr. Nitu Rana (Convener) Nitu
 - 2.) Dr. Rajeev Kaur (Co-Convener)
 - 3.) Dr. Hema Gupta
 - 4.) Dr. Sunita Dahiya
 - 5.) Ms. Indu
 - 6.) Ms. Lovely.

Minutes of the Meeting

Date : 02.01.2021

Time : 1.30 pm

Platform : Google Meet

An ^{online} meeting of the Placement Committee was held on 02 January, 2021 at 1.30 pm on google meet.

The following members attended the meeting:

Dr. Rajeev Kaur (Co-Convener)

Dr. Hema Gupta (Member)

Dr. Nitu Dabas (Convener) @itr

Dr. Sunita Dahiya (Member)

Ms. Indu (Member)

Ms. Lovely (Member)

The following decisions were taken in the meeting:

- ① It was decided that the E-Orientation will be organised by the Placement Committee for all the students of the college to make them aware about the various internships and placement opportunities.
- ② The date for the same will be finalised after taking permission from the principal mam. The tentative date is 05 January, 2020 at 11 am.
- ③ The duties were also assigned:
Dr. Sunita Dahiya ⇒ PPT, Registration and feedback form.

Ms. Indu ⇒ Poster

Ms. Lovely ⇒ PPT, and PPT presentation.

Minutes of the Meeting
Placement Cell

Date: 20 January, 2021

Time: 11.00 am.

Venue: Staff Room.

A meeting of the Placement Cell was held on 20 January, 2021 at 11.00 a.m. in the Staff Room of the College. The following decisions were taken:

- 1.) It was reported that the data about the Placement of students in the year 2019-20 was provided to Dr. Asha (Nodal officer, NIRF). The same was collected through the google form.
- 2.) It was also decided that the same form will be circulated in various whatsapp group of all the courses in the college through the TICs of the various departments every month.
- 3.) It was also decided that a webinar will be organised for the personality development of the students.
- 4.) The following members attended the meeting:
 - 1.) Dr. Nitu Rana Dabas (Convener) Nitu
20/01/2021
 - 2.) Dr. Rajeev Kaur (Co-Convener) Rajeev Kaur
20/01/21.
 - 3.) Dr. Hema Gupta Hema
20/1/21
 - 4.) Dr. Sunita Dahiya Sunita
20/1/2021
 - 5.) Ms. Indu Indu
 - 6.) Ms. Lovely Lovely
20/01/2021

Minutes of the Meeting

Placement Cell

Date: 02.03.2021

Time: 12 pm

Venue: Staff Room

A meeting of the Placement Cell was held on 02 March, 2021 at 12 pm in the Staff Room of the College. The following members attended the meeting:

- 1.) Dr. Nitu Rana Dabas (Convener) Nitu
- 2.) Dr. Rajeev Kaur (Co-Convener) Rajeev Kaur
- 3.) Dr. Hema Gupta
- 4.) Dr. Sunita Dahiya Sunita
- 5.) Ms. Indu Indu
- 6.) Ms. Lovely Lovely

The following decisions were taken:

- 1.) It was decided that the 'E-newsletter' of the Placement Cell for the year 2020-21 will be prepared.
- 2.) The duties for the same were decided and it was also decided that it will cover the webinars, orientation etc. conducted during the current year. The permission for the same will be taken from the principal madam.
- 3.) It was decided that an 'E-lecture' will be organised on the topic 'Group Discussions' in the month of April in association with the Department of Commerce.

Nitu
02/03/2021

Rajeev
02/03/21

Lovely
02/03/2021

Indu
2/3/2021

Rajeev Kaur
02/03/21

Indu

Minutes of the Meeting
Date : 05.04.2021
Time : 10.30 a.m.
Platform : Google Meet

A meeting of the Placement Committee was held online on 05 April, 2021 at 12.45 pm on Google Meet. The following members attended the meeting :

Dr. Nitin Rana Dabas (Convener) Nitin
Dr. Rajeev Kaur (Co-Convener)
Dr. Hema Gupta (Member)
Dr. Sunita Dahiya (Member)
Ms. Indu (Member)
Ms. Lovely (Member)

The following decisions were taken :

- ① It was decided that an 'E-lecture' will be organised in association with the Department of Commerce on the topic 'How to do Well in GD's'.
- ② The resource person will be from the T.I.M.E.
- ③ The permission for the same will be taken from the principal madam.
- ④ The duties were also assigned.
Dr. Sunita Dahiya - Registration form, feedback form
Ms. Indu - Poster for the E-lecture
Ms. Lovely - Report of the E-lecture.

Minutes of the Meeting

Placement Committee

Date : 08 April, 2021

Time : 2 pm

Platform: Google Meet.

A meeting of the Placement Committee was held online via Google Meet on 08 April, 2021 at 2pm. The following members were present:

- 1) Dr. Nitu Rana Dabas (Convener) Nitu
- 2) Dr. Rajeev Kaur (Co-Convener)
- 3) Dr. Hema Gupta
- 4) Dr. Sunita Dahiya
- 5) Ms. Indu
- 6) Ms. Lovely.

The following decisions were taken:

- 1) As VC^{Sir} of University of Delhi is coming on 10th April 2021 in the college. Principal Madam asked all the departments and committees to finalize their Newsletter before that. Hence, all the members were given duty for the same.
- 2) It was decided that 10 coloured copies of Newsletter for the year 2020-21 (each having four pages) will be printed. The cost of the same will be Rs 800 (80X10) for 10 coloured copies (Market survey by Dr. Sunita Dahiya). The permission for the same will be taken from the Principal Madam.

Minutes of the Meeting
Date : 08.05.2021

Time : 5 pm

Platform : Google Meet

A meeting of the Placement Committee was held online on 08.05.2021 at 5 pm on Google Meet along with the Principal Madam, Placement Committee Volunteers and class representatives.

The following were present in the meeting :

- Prof. Mamta Sharma (Principal)
- Dr. Nitu Rana Dabas (~~Co~~ Convener) Chair
- Dr. Rajeev Kaur (Co-Convener)
- Dr. Hema Gupta (Member)
- Dr. Sunita Dahiya (Member)
- Ms. Indu (Member)
- Ms. Lovely (Member)
- Placement Committee Volunteers
- Class Representatives

The following decisions were taken:

- ① The Principal Mam suggested that the students should be motivated to join internships that are offered to them by various companies through college.
- ② The Placement Volunteers will try to reach/contact students and maintain a record of internships joined by the students of the college.
- ③ The data related to internships is to

be updated regularly through google form created by the Placement Cell.

Minutes of the Meeting
Placement Cell

24.06.2021

Date: 24.06.2021

Time: 11.30 a.m.

Venue: Staff Room.

A meeting of the Placement Cell was held on 24 June, 2021 at 11.30 a.m. in the Staff Room of the College. The following decisions were taken:

- 1.) It was decided that the names of the Volunteers of the Placement Committee (2020-21) will be forwarded to the Prize Distribution Committee. So, that the volunteers can be given certificates in the Annual Day as they work throughout the year for the Placement Cell.
- 2.) It was also reported by the convener Placement Cell (Dr. Nitu Rana Dabas) that the 'Young Talent Hunt Quiz' organised by ITS Ghaziabad was held online on 19th June, 2021 (Informed by Dr. Nitin Saxena from ITS Ghaziabad). The list of the participants and winners will be provided by him later.
- 3.) The following members attended the meeting:
Dr. Nitu Rana Dabas (Convener) Nitu
24/06/2021
Dr. Rajeesh Kaur (Co-Convener) Rajeesh Kaur
24/06/21
Dr. Sunita Dahiya Sunita
24/6/2021
Ms. Indu Indu
Ms. Lovely Lovely
24/6/2021

Dated: 23rd October, 2021

**The Placement Cell
Aditi Mahavidyalaya, University of Delhi**

**Panel Discussion held regarding a
Collaboration**

Dr. Kalam India Foundation X Skill Sertifika

11:30 AM

A meeting was commenced by the Placement Cell of Aditi Mahavidyalaya including Prof. Mamta Sharma, Prof. Priya Bir and Dr. Ritu Sharma in the presence of Mr. Sudhakar Singh and Mr. Tarachand Dhoundiyal as the representatives of Dr. Kalam India Foundation and Skill Sertifika respectively including on 23rd October, 2021 at 11:30 AM.

Mr. Sudhakar Singh is the director of Dr. Kalam India Foundation which is dedicated to our Nation building on the Vision of former President of India Dr. Abdul Kalam. Mr. Singh is also associated with Ganga Group of Institutions. Mr. Tarachand Dhoundiyal is the foundation of Skill Sertifika which is an Indian ed-tech firm headquartered in Singapore with other Offices being in India & Nepal.

The meeting started with a question from Dr. Ritu Sharma about how the organization will connect with the students. Mr. Sudhakar and Mr. Tarachand both confirmed that they are available on any platform and the motivation comes within and they will be helping self motivated students to polish or groom their personality for placements. Then Mr. Tarachand briefed about Skill Sertifika. It is a research-based organization focusing on one word – INNOVATION. While having a conversation, it was suggested that we have a Women Entrepreneurship Cell in the college and focus on training girls to be 'job providers'. It would be a very unique and innovative idea. The aim is to convert 'Indian Jugaad System' into Formal Innovative Ideas. This will help the students develop ideas and groom their thinking. SET was also suggested which means Students Employability Test. This is an Artificial Intelligence (AI) based tool which will help in identifying potential thinkers. Good thinking skills will develop innovation framework which would ultimately help in enhancing entrepreneurship.

Prof. Mamta Sharma suggested that we start an Incubation Centre at the college. With the help of the teachers and the students, it can be a great success. Further, Prof. Priya Bir pointed out and enquired about the charges- whether it would all be unpaid or something would be charged. Then, Mr. Sudhakar and Mr. Tarachand informed that though it is a Non Profit Organization, still they would need something to pay the guest speakers and other expenses and that the charges can be further discussed in a future meeting which can be held physically in college. Mr. Sudhakar also suggested that we can find some sponsors.

12:25 PM

The meeting was wrapped up by discussing about the upcoming meeting in the physical mode. Keeping in mind the ongoing festive season, it was decided that we can plan the next meeting after Diwali i.e. after 4th November, 2021.

Dated: 21/09/2021

**The Placement Cell
Aditi Mahavidyalaya, University of Delhi**

Panel discussion held regarding a Collaboration

11:30 AM

A meeting was commenced by the members of placement cell including Prof. Priya Bir, Dr. Ritu Sharma along with Mr. Sudhakar Singh on 21st September, 2021 at 11:30 AM in the presence of placement cell student coordinator Tannu Dabas and core team members of placement cell.

Mr. Sudhakar Singh is the director of Dr. Kalam India Foundation and also associated with Ganga Group of Institutions. This meeting was held regarding collaboration between Dr. Kalam India Foundation and Aditi Mahavidyalaya, University of Delhi. The aim of the foundation is to promote the art, culture and heritage of India among the college students and the aim of the college are to help its students get their placement and excel in their respective careers.

The meeting was started with the introduction of Mr. Sudhakar by Prof. Priya Bir. and Mr. Sudhakar also asked about how many students of Aditi Mahavidyalaya are in their final year and needs to be placed. It was known that there were around 400-500 students who will sit for placements in the upcoming year and that the placement cell needs to groom the skills of the students and prepare them well. For this it was decided that various training programs and motivational sessions will be organized as part of the collaboration. During the introduction the motive of Dr. Kalam India Foundation was told. The motive is to make people aware about art, culture and heritage of India and how these things are important for the students and for the upcoming generation. The importance of art, culture and heritage for the society was also discussed. And it will be good if the art & culture is combined with innovations.

After that Prof. Priya Bir told that Mr. Sudhakar will be helping the core team with the processes of placement. He will be helping the team in providing guidance to the college students which will help them get placed. Workshops regarding resume, CV building will also be organized. Workshop will be arranged for students for improvement of their communication skills, impression management and much more. He also ensured the team that he will be inviting them in upcoming meetings with the professionals in which students will get to

know about what to write and what not to write in their cv and resume. Mr. Sudhakar encouraged members of placement cell to work hard and do their best so that every deserving student can get their placement.

12:15 pm

Meeting was wrapped up by discussing about the MOU which will be signed by both the parties i.e. the Principal Dr. Mamta Sharma on the behalf of Aditi Mahavidyalaya and Mr. Sudhakar Singh on behalf of Dr. Kalam India Foundation. He ensured that he will help the placement cell of Aditi Mahavidyalaya in every possible way to make this process of placement successful and help students in their careers. On that note, the students will help Dr. Kalam India Foundation in spreading the purpose of Dr. Kalam India Foundation in the areas of Art, Culture, Heritage, Innovation and Entrepreneurship in India amongst schools and colleges.

Dated: September 20, 2021

**The Placement Cell
Aditi Mahavidyalaya, University of Delhi**

Panel Discussion held by Placement Cell Members

11:00 AM

A meeting was convened by the Placement Cell Members including Prof. Priya Bir, Dr. Ritu Sharma and placement cell coordinator Tannu Dabas in the presence of core team members of the cell on 20-sep-2021 at 11:00 am via Google Meet. The meeting was held to get acquainted with the newly selected core team members and discuss about the upcoming meeting with Mr. Sudhankar Singh regarding job fair.

Manasvi Chaudhary (2nd Year, B.com Hons.), Shagun Sharma (2nd Year, B.com Hons.), Janhavi Singh (2nd Year, BA Prog.), Harshita Rawat (2nd Year, B.com Hons.), Aditi Tyagi (2nd Year, BSW), Iti Aggarwal (3rd Year, B.com Prog.), Indra Bansal (3rd Year, B.com Prog.), Priyanka Mishra (3rd Year, BA Prog.), Kajol (3rd Year, BSW) and Anjali Verma (2nd Year, BA Prog.) were appointed as core team members of the placement cell.

Meeting was commenced by the introduction of teachers, student coordinator and core members of the committee. It was further followed by a detailed discussion about the placement activities of Aditi Mahavidyalaya. We discussed about new ideas for making our placement cell effective. Members shared their ideas about how we can reach to maximum number of students to help them get their placement. After discussing it came out that many students don't even know that our college has a placement cell which helps students to get a placement. As a result it was decided that social media can be used to reach out to the students and educate them about this topic. It was decided that accounts should be created on different social media platforms and they must be updated regularly. After a detailed discussion we agreed that an official account of our placement cell will be created on Instagram, facebook and LinkedIn by the core team members of the cell. Every social media handle will have a head who will share all the required information about the upcoming webinars, workshops, internships, etc. on the official pages of the placement cell.

It was told us that the responsibility of core team

members doesn't end with just sharing information but they also have to try to increase the involvement of students of not just last year but also 1st year and 2nd year. Common task given to every member was to create awareness and involve as much students as they can of every course. Through social media handles students will be able to know what the difference between a CV and a resume is and how to write CV or resume in detailed manner. Workshops will be conducted on impression management, communication skills effectiveness, etc. Not only this it was also decided that members will conduct a detailed research on platforms through which students can access to different types of part-time courses and skill enhancement courses which will help them to get the best placement. At last it was decided about who will be responsible for what and the teachers encouraged the team to work hard and break all the records of last year's placement and to do best.

12:00 PM

The meeting was wrapped by Prof. Priya Bir in the presence of Dr. Ritu Sharma, student coordinator Tannu Dabas and all the core team members after the duties and responsibilities were distributed and discussed.

Dated: 23rd October, 2021

**The Placement Cell
Aditi Mahavidyalaya, University of Delhi**

**Panel Discussion held regarding a
Collaboration**

Dr. Kalam India Foundation X Skill Sertifika

11:30 AM

A meeting was commenced by the Placement Cell of Aditi Mahavidyalaya including Prof. Mamta Sharma, Prof. Priya Bir and Dr. Ritu Sharma in the presence of Mr. Sudhakar Singh and Mr. Tarachand Dhoundiyal as the representatives of Dr. Kalam India Foundation and Skill Sertifika respectively including on 23rd October, 2021 at 11:30 AM.

Mr. Sudhakar Singh is the director of Dr. Kalam India Foundation which is dedicated to our Nation building on the Vision of former President of India Dr. Abdul Kalam. Mr. Singh is also associated with Ganga Group of Institutions. Mr. Tarachand Dhoundiyal is the foundation of Skill Sertifika which is an Indian ed-tech firm headquartered in Singapore with other Offices being in India & Nepal.

The meeting started with a question from Dr. Ritu Sharma about how the organization will connect with the students. Mr. Sudhakar and Mr. Tarachand both confirmed that they are available on any platform and the motivation comes within and they will be helping self motivated students to polish or groom their personality for placements. Then Mr. Tarachand briefed about Skill Sertifika. It is a research-based organization focusing on one word – INNOVATION. While having a conversation, it was suggested that we have a Women Entrepreneurship Cell in the college and focus on training girls to be 'job providers'. It would be a very unique and innovative idea. The aim is to convert 'Indian Jugaad System' into Formal Innovative Ideas. This will help the students develop ideas and groom their thinking. SET was also suggested which means Students Employability Test. This is an Artificial Intelligence (AI) based tool which will help in identifying potential thinkers. Good thinking skills will develop innovation framework which would ultimately help in enhancing entrepreneurship.

Prof. Mamta Sharma suggested that we start an Incubation Centre at the college. With the help of the teachers and the students, it can be a great success. Further, Prof. Priya Bir pointed out and enquired about the charges- whether it would all be unpaid or something would be charged. Then, Mr. Sudhakar and Mr. Tarachand informed that though it is a Non Profit Organization, still they would need something to pay the guest speakers and other expenses and that the charges can be further discussed in a future meeting which can be held physically in college. Mr. Sudhakar also suggested that we can find some sponsors.

12:25 PM

The meeting was wrapped up by discussing about the upcoming meeting in the physical mode. Keeping in mind the ongoing festive season, it was decided that we can plan the next meeting after Diwali i.e. after 4th November, 2021.

Dated: 21/09/2021

**The Placement Cell
Aditi Mahavidyalaya, University of Delhi**

Panel discussion held regarding a Collaboration

11:30 AM

A meeting was commenced by the members of placement cell including Prof. Priya Bir, Dr. Ritu Sharma along with Mr. Sudhakar Singh on 21st September, 2021 at 11:30 AM in the presence of placement cell student coordinator Tannu Dabas and core team members of placement cell.

Mr. Sudhakar Singh is the director of Dr. Kalam India Foundation and also associated with Ganga Group of Institutions. This meeting was held regarding collaboration between Dr. Kalam India Foundation and Aditi Mahavidyalaya, University of Delhi. The aim of the foundation is to promote the art, culture and heritage of India among the college students and the aim of the college are to help its students get their placement and excel in their respective careers.

The meeting was started with the introduction of Mr. Sudhakar by Prof. Priya Bir. and Mr. Sudhakar also asked about how many students of Aditi Mahavidyalaya are in their final year and needs to be placed. It was known that there were around 400-500 students who will sit for placements in the upcoming year and that the placement cell needs to groom the skills of the students and prepare them well. For this it was decided that various training programs and motivational sessions will be organized as part of the collaboration. During the introduction the motive of Dr. Kalam India Foundation was told. The motive is to make people aware about art, culture and heritage of India and how these things are important for the students and for the upcoming generation. The importance of art, culture and heritage for the society was also discussed. And it will be good if the art & culture is combined with innovations.

After that Prof. Priya Bir told that Mr. Sudhakar will be helping the core team with the processes of placement. He will be helping the team in providing guidance to the college students which will help them get placed. Workshops regarding resume, CV building will also be organized. Workshop will be arranged for students for improvement of their communication skills, impression management and much more. He also ensured the team that he will be inviting them in upcoming meetings with the professionals in which students will get to

know about what to write and what not to write in their cv and resume. Mr. Sudhakar encouraged members of placement cell to work hard and do their best so that every deserving student can get their placement.

12:15 pm

Meeting was wrapped up by discussing about the MOU which will be signed by both the parties i.e. the Principal Dr. Mamta Sharma on the behalf of Aditi Mahavidyalaya and Mr. Sudhakar Singh on behalf of Dr. Kalam India Foundation. He ensured that he will help the placement cell of Aditi Mahavidyalaya in every possible way to make this process of placement successful and help students in their careers. On that note, the students will help Dr. Kalam India Foundation in spreading the purpose of Dr. Kalam India Foundation in the areas of Art, Culture, Heritage, Innovation and Entrepreneurship in India amongst schools and colleges.

Dated: September 20, 2021

**The Placement Cell
Aditi Mahavidyalaya, University of Delhi**

Panel Discussion held by Placement Cell Members

11:00 AM

A meeting was convened by the Placement Cell Members including Prof. Priya Bir, Dr. Ritu Sharma and placement cell coordinator Tannu Dabas in the presence of core team members of the cell on 20-sep-2021 at 11:00 am via Google Meet. The meeting was held to get acquainted with the newly selected core team members and discuss about the upcoming meeting with Mr. Sudhankar Singh regarding job fair.

Manasvi Chaudhary (2nd Year, B.com Hons.), Shagun Sharma (2nd Year, B.com Hons.), Janhavi Singh (2nd Year, BA Prog.), Harshita Rawat (2nd Year, B.com Hons.), Aditi Tyagi (2nd Year, BSW), Iti Aggarwal (3rd Year, B.com Prog.), Indra Bansal (3rd Year, B.com Prog.), Priyanka Mishra (3rd Year, BA Prog.), Kajol (3rd Year, BSW) and Anjali Verma (2nd Year, BA Prog.) were appointed as core team members of the placement cell.

Meeting was commenced by the introduction of teachers, student coordinator and core members of the committee. It was further followed by a detailed discussion about the placement activities of Aditi Mahavidyalaya. We discussed about new ideas for making our placement cell effective. Members shared their ideas about how we can reach to maximum number of students to help them get their placement. After discussing it came out that many students don't even know that our college has a placement cell which helps students to get a placement. As a result it was decided that social media can be used to reach out to the students and educate them about this topic. It was decided that accounts should be created on different social media platforms and they must be updated regularly. After a detailed discussion we agreed that an official account of our placement cell will be created on Instagram, facebook and LinkedIn by the core team members of the cell. Every social media handle will have a head who will share all the required information about the upcoming webinars, workshops, internships, etc. on the official pages of the placement cell.

It was told us that the responsibility of core team

members doesn't end with just sharing information but they also have to try to increase the involvement of students of not just last year but also 1st year and 2nd year. Common task given to every member was to create awareness and involve as much students as they can of every course. Through social media handles students will be able to know what the difference between a CV and a resume is and how to write CV or resume in detailed manner. Workshops will be conducted on impression management, communication skills effectiveness, etc. Not only this it was also decided that members will conduct a detailed research on platforms through which students can access to different types of part-time courses and skill enhancement courses which will help them to get the best placement. At last it was decided about who will be responsible for what and the teachers encouraged the team to work hard and break all the records of last year's placement and to do best.

12:00 PM

The meeting was wrapped by Prof. Priya Bir in the presence of Dr. Ritu Sharma, student coordinator Tannu Dabas and all the core team members after the duties and responsibilities were distributed and discussed.

Dated: 15th January, 2022

**The Placement Cell
Aditi Mahavidyalya, University of Delhi
In Collaboration with T.I.M.E Education**

**TIME MANAGEMENT
NEW SITUATION NEW CHALLENGES**

11:00 AM

The Placement Cell of Aditi Mahavidyalaya, University Of Delhi organized a meeting on 15th January 2022 at 11:00 am to introduce the event “Time Management : New Situation New Challenges ” to its members. Meeting was conducted through online platform in the presence of Prof. Priya Kanwar (convener), Dr. Ritu Sharma (co-convener), Placement Cell Coordinator Tannu Dabas and the core team of placement cell.

11:15 AM

The Placement Cell Coordinator Tannu Dabas welcomed the teachers and the members of committee. The meeting was then led by our convener Prof. Priya Kanwar who introduced the event “Time Management: New Situation New Challenges” to members of the placement cell. She told us about details of event i.e.the event will be organized by the placement cell in collaboration with T.I.M.E. EDUCATION on 19th January, 2022 from 11:00 am onwards through online meeting platform Google Meet. The roles and responsibilities for the upcoming event were decided by the members itself. Members were asked to promote this event on social media handles of Placement Cell so that more & more students can be part of this event.It was decided that the session will be live on our YouTube channel so that more students can join it.

12:00 PM

The meeting was wrapped up by Dr. Ritu Sharma who motivated us to work hard for placement cell and to make it a successful session once again for placement cell.

Date: 4 February 2022

Placement Cell

**Aditi Mahavidyalaya, University of Delhi
Discussion held by Placement Core Team
with NIIT Foundation**

12:00 PM

A discussion meeting was organized between the members of Placement Cell of Aditi Mahavidyalaya with NIIT Foundation. The meeting was held to discuss the opportunity of job fair offered by NIIT Foundation for the students of Aditi Mahavidyalaya. Mr. Akram Ali and Mr. Monaz Khan represented NIIT Foundation and introduced the organization to the members.

12:15 PM

Meeting was commenced by Tannu Dabas by welcoming and introducing Mr. Akram Ali. Prof. Priya Kanwar gave brief introduction about the topic of the webinar and the organization and welcomed the members. Mr. Monaz Khan commenced the webinar by introducing the 'Job Fair' for the students.

The job fair organized by the NIIT Foundation aims to provide graduate students with entry level jobs which can enable them, in becoming adept and financially independent. The organization will give exposure to the students by helping them get into reputable companies. The NIIT Foundation promises entry level jobs in four domains namely: BPO, Data Entry, Marketing & Sales, Retail.

The Foundation accounts for providing entry level jobs in organized sector wherein students can be assured to work in a safe and accountable environment. The jobs' interview will be in online mode on meeting platforms, but the students are required to be working in offline stages in regions of Delhi NCR.

12:30 PM

The meeting came to a common discussion that the NIIT Foundation is open for enrollment for training courses which will stretch to 1-2 months. The registration fees for the enrollment are accounted to be 200/-. The job fair will start in March and students can join the working force after completing their final university examinations. Prof. Priya Kanwar takes accountability for all the regular students of Aditi Mahavidyalaya. She takes no accountability of the NCWEB students.

12:40 PM

The Meeting was ended by Prof. Priya Kanwar in the presence of all the association members of the Placement Core Team. She thanked the chief members of NIIT Foundation and the members of placement team.



Dated: February 09, 2022

**Placement Cell
Aditi Mahavidyalaya (University of Delhi) in
Collaboration with T.I.M.E EDUCATION**

“Public Speaking”

12:00 PM

An event is going to be organized by the Placement Cell of Aditi Mahavidyalaya, (University of Delhi) on February 16, 2022 from 12:00 pm through the google meet platform. A meeting was convened in the presence of Prof. Priya Kanwar (Convenor) along with Tannu Dabas (placement cell coordinator) and all core team members were part of it.

This event is a part of the student development series. The event was organized to develop public speaking skills and to remove hesitation from the student's minds. Also to solve their issue which they faced while speaking in front of the public and have counseled with them for the betterment of their lifestyle.

12:15 PM

Ms. Tannu Dabas (The Placement Cell Coordinator) welcomed the members present in the meeting. After that meeting was led by Prof. Priya Kanwar (Convenor of the Placement Cell and organizer of the event) who introduced the event “Public Speaking”.

She informed all the necessary details of the meeting and allotted all the duties to the core team of the placement cell. It was decided that the event will be live on youtube so that more students can attend that event.

12:45 PM

The meeting was wrapped up by Ms. Tannu Dabas (The Placement Cell Coordinator) by motivating the team to encourage other students to take part in this event.

DUTIES ALLOCATED:-

- MOM & Report - Manasvi
- Poster & Thumbnail - Roshni & Disha
- Registration & Feedback Form - Indra
- Whatsapp Group - Priyanka & Suniti
- Attendance & Snapshots - Debapriya
- Livestream - Suniti
- Recording & Short clips - Kashish

Dated: 20th July, 2022

Venue: room no. 44

The Internship and Placement Committee

Aditi Mahavidyalaya, University of Delhi

Team Discussion

11:30 AM

A meeting was commenced by the Internship and Placement Committee of Aditi Mahavidyalaya including Prof. Priya Kanwar, Manasvi, Sakshi Bhardwaj, Shivani, Anuradha, Shruti Saxena, Monika Chahal, Sapna, Kashish, Vanshika Goyal, Snehal Jain and Roshni Dhawan on 20th July, 2022 at 11:30 AM.

The meeting started with a problem raised by Manasvi about the lack of awareness regarding internships and filling of google forms among students. After suggestions from team members, it is decided that forms related to internships should be circulated on WhatsApp as well as E-mails to increase the engagement. For more reach of information regarding placements and incubation cell, it is decided to display posters all over college. From the approval of prof. Priya Kanwar, Sakshi bhardwaj has been selected as secretary.

12 PM

Team discussion concluded on forming a core committee including 5 volunteers for placement and incubation cell. Sapna and Shruti Saxena are selected as part of the core committee. A suggestion is put in front of the team by Shruti Saxena about increasing reach and engagement through social media. Team decided to appoint Shruti Saxena as Instagram manager and Shivani as LinkedIn manager.

12:25 PM

The meeting was wrapped up by discussing the PowerPoint presentation about the framework of plans by committee. It was decided to discuss further in the upcoming meeting.

12:30 PM

Team scheduled next meeting on 18th October, 2022 (Tuesday – 11:30 am). The meeting was wrapped up by deciding committee meetings to be held in every 15 days. It was decided to discuss further in upcoming meeting.

ATTENDANCE FOR MEETING

1. Sakshi Bhardwaj
2. Manasvi Chaudhary
3. Tanishka Singhal
4. Akshita garg
5. Tanushree Mishra
6. Monika chahal
7. Yuktiyana Mishra
8. Arzoo Sherawat
9. Disha gupta
10. Khushi
11. Alisha khan
12. Tamanna
13. Anushka shrivastav
14. Shivani sharma
15. Roshni
16. Kashish

Dated: 27th September, 2022

Venue: room no. 44

The Placement Cell

Aditi Mahavidyalaya, University of Delhi

Team Discussion

11:30 AM

A meeting was commenced by the Placement Cell of Aditi Mahavidyalaya including Prof. Priya Kanwar and placement committee members on 27th September, 2022 at 11:30 AM.

The meeting started with a problem raised by Manasvi about the lack of awareness regarding internships and filling of registration forms for events among students. After suggestions from team members, it was decided that forms related to internships should be circulated on WhatsApp as well as E-mails to increase the engagement. A problem raised by Tanushree that spams create doubts among students for internships offered by placement committee. Hence, team decided to create WhatsApp groups of each department to share internship information and to increase engagement in events.

12 PM

Team discussion concluded on doing a awareness drive throughout college after mid-Sem break i.e., from 11, October to 17 October 2022. It is decided to prepare a registration stall in college ground. Manasvi added that major problem is not awareness, but it is lack of CR's attentiveness therefore it was decided to ask every class whether they are receiving mails of internships or not in awareness drive.

12:15 PM

Team scheduled event by proschool on 17th October (5 p.m. – 7 p.m.) in online mode. It was decided to encourage as much students as possible to register for this event.

12:30 PM

Team scheduled next meeting on 18th October, 2022 (Tuesday – 11:30 am). The meeting was wrapped up by deciding committee meetings to be held in every 15 days. It was decided to discuss further in upcoming meeting.

Dated: 16th January, 2023

**The Placement and Internship Committee
Aditi Mahavidyalaya, University of Delhi
Proposal for Placement**

11:30 AM

A meeting was commenced by the Internship and Placement Committee of Aditi Mahavidyalaya including Prof. Priya Kanwar and placement committee members with Principal Mamta Sharma and Mr. Amarjeet Sahni and Reema Pandey, Representative of human assets development Centre pvt. Ltd. on 16th January, 2023 at 11:30 AM. Meeting was started with Mr. Amarjeet Sahni presenting the proposal of placements and training offered by the company. The company worked for companies on project basis, 4 companies are connected i.e. Bajaj alliance, Niva Vupa, SBI general insurance and Reliance general insurance. It is informed that the placement will be as

Frontline sales manager will be specific in agency.

- Qualifications – Any Graduate
- Minimum salary – 2.5 lacs + incentives
- Range of salary – 2.5 – 5 lacs + health and life insurance
- On campus training

Prof. Priya Kanwar asked about job security and training period. It was discussed that job security was proportionate. Mr. Amarjeet Sahni informed that offer letter will be given to students before training.

On campus training:

- Requirements from college – projector and training room
- Mandatory – security deposit of 10000/- from students before training (negotiable and refundable if not joined)
- Posters from company for advertising training around campus

Procedure for placement was discussed that

- Seminar

- Registration
- Training
- Online test
- Personal interview

It was decided to discuss further in upcoming meeting.



Date: 24 January 2023

“WINGS”
The Incubation Center
Aditi Mahavidyalaya, University of Delhi
Minutes of Meeting

09:00 PM

A meeting was organized on January 24, 2023 in the presence of **Prof. Priya Kanwar**, Convenor, **Mr. Tara Chand Dhoundiyal**, CEO SkillSertifika, **Ms. Roshni Dhawan**, **Ms. Manasvi Choudhary**, Student Coordinators, **Ms. Anuradha Shukla** and **Ms. Harshita**.

The meeting was held between the core members and budding entrepreneurs of Aditi Mahavidyalaya, Ms. Anuradha, & Ms. Harshita.

09:15 PM

The meeting was commenced by Prof. Priya Kanwar, Convenor, by welcoming and introducing Mr. Tara Chand Dhoundiyal. He gave a brief introduction about entrepreneurship and the organization and asked the present students to discuss their problems.

The meeting aimed to provide individual mentorship to the budding start-up idea. Mr. Dhoundiyal guided **Ms. Anuradha** on her startup idea to create a **mathematics tutorial app**, she was especially consulted to expand her idea on a digital platform/ digital presence utilizing platforms like Youtube. **Ms. Harshita** was provided with a step-by-step model, to improve her small business “**Chaya Chocolates**”. Since her micro-business involved the production of perishable goods, she was given pro-solutions to her problems. She was suggested techniques like working on creating a self help group and utilizing marketing strategies.

The organization will give exposure to the students by helping them get into entrepreneurship. Mr. Tara Chand Dhoundiyal promises to provide minute to minute guidance to students of Aditi Mahavidyalaya.

09:30 PM

The meeting came to a common discussion that the Incubation Center is open for students of Aditi Mahavidyalaya to provide proper guidance in their entrepreneurial journey including any financial aid.

Mr. Tara Chand Dhoundiyal suggested conducting a workshop for two to three days on

“**Soap Making**”. These handmade soaps will be then marketed in the market. He aims to provide exposure and momentum to students via this workshop. The dedicated students can be a part of his ongoing business.

09:50 PM

The Meeting was ended by Prof. Priya Kanwar in the presence of all the Incubation Center. She thanked Mr. Tara Chand Dhoundiyal and the members. The objective of the meeting was achieved.

Dated: 12th March, 2023

Venue: google meet

**The Internship and Placement Committee
Aditi Mahavidyalaya, University of Delhi
Core Team Discussion**

10:00 AM

A meeting was commenced by the InP committee of Aditi Mahavidyalaya including Prof. Priya Kanwar and core committee members on 12th March, 2023 at 10:30 AM.

Meeting started with discussion on Internship and job fair that will be organized by the committee on 6th April 2023. It was decided that Manya, Udit and Kiran will be volunteering in the job fair.

10:30 AM

Team discussed responsibilities and arrangements to be made for the job fair. The duties for job fair were allotted as follows:

Printing of batches for core team – Manasvi and Vanshika

Collection of Company's details and contact information – Roshani and Shivani

Furniture and room arrangements – Vanya, Kiran and Shivani

Refreshments – Anushka

Registration desk – Sakshi, Tanushree and 4 volunteers

Google forms and social media posts – Mansi

File maintenance – 4 volunteers (2 each for internships and jobs respectively)

Discipline and overall management – 2 volunteers

11:00 AM

The meeting was wrapped up by Team deciding to encourage as many students as possible to register for the events scheduled on 16th march by ims proschool and by TIME on 14th march in the reading hall.

Attendance –

Prof. Priya Kanwar

Manasvi Chaudhary

Sakshi bhardwaj

Mansi

Vanshika

Anushka

Udit

Kiran

Shivani

roshani