

Minutes of the online meeting Placement Cell on 10^h March 2021.

Agenda of the meeting:

1) To discuss about the Online Placement drive procedures.

Attendance:

- 1) Mrs. Praseena Biju
- 2) Ms. Pooja Pandey
- 3) Mrs. Kirti Chaudhary

Minutes:

1. The meeting commenced with the chairperson discussing the brief idea of online registration procedures.
2. Discussion regarding creating links for collecting details and resumes of students were made.
3. Discussions regarding coordinating with our students and HR manager of respective companies were allotted.
4. Procedures of short listing resumes of students and their online mode of interview like video conference and its rules were discussed.

Meeting ended with vote of thanks to the chair.



Chairperson



I/C Principal

