

JANKI DEVI MEMORIAL COLLEGE

NEW DELHI

Minutes of IQAC Placement cell meeting

A meeting of IQAC Placement cell was held on 20-09-17 in the committee room. Dr. Jitender Gill apprised everyone present with the constitution of the IQAC of the college.

It was decided that IQAC would hold quarterly meetings to discuss the progress made and make future plans.

Every event needs to be documented with proof and reports along with photographs should be mailed to Dr. Jitender Gill (English), Ms. Tanu Gupta (Maths), Ms. Ruchika Bhatia (English) and Ms. Sonia (Maths).

Every department needs to create a feedback form for students to get knowledge on what kind of job opportunities they are seeking. Questions should be framed so that they have quantifiable answers. Dr. Amita (Commerce) was requested to send a demo form of their department.

IQAC placement cell is expected to work on four major heads

1. **Internships:** Proper documentations should be done. Students should be asked to get letters from firms they have worked and department should keep copy of the same.
2. **Invite Eminent experts and counsellors:** Experts from various fields and industry should be approached to deliver talks at both department and college level and documentation of the event should be done (keep photographs of the event, record of students benefitted in terms of attendance, small report of the event).
3. **Job opportunities/Higher studies:** Search and invite companies for placements and guide students for pursuing higher studies. Record of recommendation letters given should be kept.
4. **Competitive exams/Scholarships:** Students should be informed about scholarships and also various competitive exams like PO, NET, SSC etc. Mr. Dinesh Ahirrao (Political Science) undertook the responsibility to disseminate the information about the same on website and through whatsapp.