A meeting was held by Career Counselling, Guidance, Training & Placement Cell to discuss and plan the activities for the session 2020-21. The committee was further segregated into four committees for the smooth functioning of the cell. It was decided to hold online activities for career counselling and guidance. Furthermore, every sub-committee shall keep record of their activities and will submit its report to convenor Prof. S.K. Gupta at the end of the session. Following members attended the meeting:

- Prof. S.K. Gupta
- Dr. Paramjit Kaur
- Prof. Shiroma Jain
- Dr. Manoj Dhir
- Prof. Teasun Singh
- Prof. Aarti Sharma
- Prof. Meeta Sami
- Prof. Manohar Lal
- Dr. Baljeet Singh
- Prof. Arvindan Kaur
- Prof. Vishwajeet Kaur
- Dr. Rajesh Kumar
- Dr. Umsinderpal Singh
- Prof. Bahar Singh
- Prof. Navjot Singh
- Prof. Manmeet Kaler

Further details of subcommittees is attached on the following pages.
CAREER COUNSELING, GUIDANCE, TRAINING AND PLACEMENT CELL

Convenor-Prof. S K Gupta
E-Mail Id(tpocellghg@gmail.com)
Date:- 15 Oct-2020

Session-2020-21
CAREER COUNSELING COMMITTEE

Documents Required

- Circular
- List of participant(Attendance Register sign)
- Summary Report of Event
- Photographs(at least 2) Soft copy and Hard copy
- News Display on Website and Notice Board

Committee Member

- Prof Shikha Jain
- Dr. Manohar Lal
- Prof Vishavpreet Kaur
- Prof Navjot Singh

PLACEMENT DRIVE COMMITTEE

Documents Required

- Circular
- List of participant(Attendance Register sign)
- List of Selected candidates with Passport Size Photo
- Summary Report of Event(Resource person and company detail)
- Photographs of event(at least 2) Soft copy and Hard copy
- News Display on Website and Notice Board
- E-Mails(Invitation and Reply)
- Appointment Letter with salary package details

Committee Member

- Prof Vaneet Dhir
- Prof Aarti Sharma
- Prof Preeti Saini
- Dr. Baljinder Singh
- Dr. Rajesh Kumar

Note:- All Documents must be signed by competent Authority and Both soft and Hard copy must be submitted to Placement Cell.
CAREER COUNSELING, GUIDANCE, TRAINING AND PLACEMENT CELL

Convenor-Prof. S K Gupta
E-Mail Id(tpocellghg@gmail.com)
Date- 15 Oct-2020

TRAINING AND COMPETITIVE EXAM COMMITTEE

Documents Required

- Circular
- List of participant(Attendance Register sign)
- Summary Report of Event(Resource person detail)
- Photographs of event(at least 2) Soft copy and Hard copy
- News Display on Website and Notice Board

Note:- All Documents must be signed by competent Authority and Both soft and Hard copy must be submitted to Placement Cell.

Competitive exam classes

- To arrange the classes for competitive exam such as UGC-NET/JRF, PCS, SSC etc
- Maintain the data of student who qualify any competitive exam (State/National) and collect qualify exam certificate-Year Wise

Committee Member

- Prof Parmjit kaur
- Prof Tarsem Singh
- Prof Gursharan Kaur
- Prof Manmeet Kaur

Note:- Placement Cell Official E-Mail Id(tpocellghg@gmail.com)
RECORD COMPILING/REGISTER MAINTAINING COMMITTEE

Documents Required
- Meeting Register
- Student Attendance Register
- Stock Register
- Display Board Placement Cell
- All Data given by committee

Committee Member
- Dr. UmrinderPal Singh
- Prof Bohar Singh

Typing/Printing
Kuljeet Singh(Clerk)
- To print or Xerox the documents of Placement Cell
- To keep track of E-Mails received on Placement Cell Official E-Mail Id(tpocellghg@gmail.com) and take print out of E-Mail and inform to Co-ordinator

Note:- Placement Cell Official E-Mail Id(tpocellghg@gmail.com)
A meeting of Career, Counselling, Guidance, Training & Placement cell was held in the common staff room to discuss the career awareness lecture to be organised by PA Deptt. of Mathematics. Prof. Pauveen Ansari, Head of Deptt. discussed about the activity to be held and about the resource person. The activity shall be organised in online mode. This activity shall aim at guidance of students about the career opportunities in the field of mathematics. The meeting was attended by following members:

Prof. S.K. Cupta
Prof. Shikha Jain
Prof. Naveen Dhiri
Prof. Pauveen Ansari
Prof. Anjana
Prof. Pawanveer Singh
Prof. Bohar Singh
Prof. Rajesh Kumar

[Signatures]
A meeting of Career Counselling, Guidance, Training and Placement Cell was organized to discuss a Skill Development Workshop to be organized by PA Department of Commerce and Management. Head of department Prof. Tejinderpal Singh briefed about the contents and activities to be held in the upcoming workshop. The workshop would be fruitful for the students of Commerce and Management. It would aim at guiding the students about the career opportunities in the field of commerce and management along with enhancing their skills for different online activities. The meeting was attended by following members:

Prof. C.S. Cuykta
Prof. Tejinderpal Singh
Prof. Abhuti Moudgil
Prof. Aarti Sharma
Prof. Shelka
Prof. Behar Singh
Prof. Rajesh Kumar