



Hygia Institute of Pharmacy

Faizullahganj, Prabandh Nagar, Ghaila Road, Lucknow-226020 (U.P.)

Reference No: - HIOP/TP-1/2022

Dated:20 October, 2022

Minutes of Meeting

NAME OF COMMITTEE	Training & Placement
TYPE OF MEETING	EXECUTIVE COMMITTEE/GENERAL BODY
RECORDER	Director
TIME	3:00 p.m
VENUE	Director Office
MEETING AGENDA	Constitution
NAME OF FACULTY PARTICIPANTS	As per the attached attendance sheet (Annexure-I)
ATTENDEES & APOLOGIES	As per the attached attendance sheet (Annexure-II)

MINUTES & DECISIONS

The 1st Meeting of the Training & Placement Committee constituted for the academic session 2022-23 was held on 20 October, 2022 at 02.00 p.m. in the Director's Office to discuss on the agenda. Committee members were present:

1.	Mr.Mohd Asif Eqbal	Chairperson
2.	Mrs.Preety Gautam	Vice Chairman
3.	Mrs.Manisha	Member
4.	Mrs.Jyotsana	Member

Agenda:

To motivate students to develop Technical knowledge and soft skills in terms of career planning, goal setting

To motivate students aspire for higher studies and guiding them to take competitive exams such as GPAT, GATE, TOEFL, GRE, UPSC etc

Developing the students to meet the Industries recruitment process

Aiming to Place the maximum number of students through campus & off-campus interviews conducted by the top companies

Career Development Programs organized by Training and Placement Cell

Personality Development Program

Communication Skills Program

Group Discussion Practice

Industry Internship Programs

Entrepreneurship Development Program

Mock Interview Sessions

In plant Training

Conducting Industry to Institute Convergence expert interaction sessions

Public Sector Competitive Exams Training

The following points were discussed

- Formation of Training and placement cell
- The Placement Cell organizes career guidance programmes for all the students starting from first year.
- The cell advised to arrange training programmes like Mock Interviews, Group Discussions, Communication Skills Workshop etc
- The cell advised to organize Public Sector Exam Training for students who are interested to join Government Sectors.
- The cell also advised to invites HR Managers from different industries to conduct training programmes for final year students.

As there were no other items for discussion, the meeting ended up with a vote of thanks to the members present.

The meeting was adjourned at 02.40 p.m.