DEEPSHIKHA COLLEGE OF TECHNICAL EDUCATION

(Under The Management Of Deepshikha Kala Sansthan)

Affiliated to Rajasthan Technical University, University of Rajasthan & Approved by AICTE, Ministry of HRD, Govt. of India

Ref. No. : DCTE/circular/2025/948

Date 18/02/2026

NOTICE

All the members of the Placement Committee are hereby informed that a meeting of the Placement Committee will be held on 20 February 2026 (Friday) at 2:00 pm in the Principal's Office to review placement assistance and career guidance activities undertaken during the academic session 2025–26 and to discuss measures for strengthening employability, career counselling, institutional collaboration, and placement support for students.

All members are requested to attend the meeting positively.

Dr. Rita Bisht	Principal
Mr. Ram Hit	Member Secretary
Mr. Suraj Shukla	Faculty Representative
Mr. Vineet Sharma	Faculty Representative
Mrs. Jaswant Rathore	Alumni Representative
Mr. Deepak Kumar	Student Representative

Member Secretary

Principal

Deepshikha College of Technical Education

Principal
Deepshikha College of Technical Education
Varun Path, Mansarovar

CC to:-

1. Principal Office
2. For website

DCTE/mom-CATR/2025-26/849

Ref. No. :

20/02/2025

Date .....

Minutes of Meeting

The Placement cell meeting commenced at 2:00 pm in the Principal's office. The meeting began with a short prayer. Subsequently, The Member Secretary welcomed all the members to the Placement committee meeting, expressing gratitude for their attendance and participation. The following agendas would be discussed during the meeting:

Meeting Agenda

1. Confirmation of the minutes of the previous meeting and review of the Action Taken Report.
2. Review of placement assistance and career guidance activities conducted during the academic session 2025–26.
3. Discussion on employability enhancement, communication skills, personality development, and professional competencies.
4. Review of institutional collaborations, internship experiences, and interaction with prospective employers.
5. Planning placement assistance, career guidance programmes, and recruitment support for the forthcoming academic session.
6. Strategies for strengthening the Placement Committee and alumni engagement.

Members presented in the meeting-

Dr. Rita Bisht	Principal
Mr. Ram Hit	Member Secretary
Mr. Suraj Shukla	Faculty Representative
Mr. Vineet Sharma	Faculty Representative
Mrs. Jaswant Rathore	Alumni Representative
Mr. Deepak Kumar	Student Representative

Agenda 1: Confirmation of the Previous Minutes and Review of the Action Taken Report

Discussion Points

The Member Secretary welcomed the members and presented the minutes of the previous meeting along with the Action Taken Report. The Committee reviewed the implementation of the recommendations made during the previous meeting and appreciated the efforts taken to organize career guidance programmes, skill development activities, and student counselling sessions during the academic session. The members observed that these initiatives had contributed positively towards enhancing students' career awareness and professional readiness.

Resolution

The Committee unanimously confirmed the minutes of the previous meeting and approved the Action Taken Report. It was resolved that the recommendations of the previous meeting should continue to be implemented effectively to further strengthen placement assistance and career guidance activities.

Action Taken Report (ATR)

Career guidance sessions, employability enhancement programmes, and counselling activities were conducted during the academic session. Students actively participated in these programmes, and feedback indicated improved awareness regarding career opportunities.

Agenda 2: Review of Placement Assistance and Career Guidance Activities Conducted During the Academic Session 2025–26

Discussion Points

The Committee reviewed the placement assistance and career guidance activities organized during the academic session. Members discussed various initiatives undertaken to guide students regarding employment opportunities in educational institutions, higher education options, and professional career pathways. Career counselling sessions, orientation programmes, and interactions with experienced educators were appreciated for helping students understand professional expectations and career prospects.

Resolution

The Committee resolved to continue organizing regular career guidance programmes, counselling sessions, and awareness activities to assist students in making informed career choices and preparing for employment opportunities.

Action Taken Report (ATR)

Career guidance programmes and counselling sessions were organized throughout the academic session. Students received guidance regarding employment opportunities, higher education, and professional development, which contributed to increased career awareness.

Agenda 3: Discussion on Employability Enhancement, Communication Skills, Personality Development, and Professional Competencies

Discussion Points

The Committee discussed the importance of developing professional competencies required for successful employment. Members emphasized organizing training programmes on communication skills, classroom communication, personality development, leadership qualities, ICT skills, interview techniques, professional ethics, and time management. The Committee observed that strengthening these competencies would improve students' confidence and professional preparedness.

Resolution

The Committee unanimously resolved to organize regular skill development programmes, communication skill workshops, personality development sessions, mock interview activities, and professional competency enhancement programmes throughout the academic year.

Action Taken Report (ATR)

Training programmes on communication skills, personality development, ICT applications, interview preparation, and professional ethics were conducted successfully. Students actively participated in these activities and demonstrated improved confidence and professional skills.

Agenda 4: Review of Institutional Collaborations, Internship Experiences, and Interaction with Prospective Employers

Discussion Points

The Committee reviewed the feedback received regarding internship experiences and interaction with educational institutions. Members discussed the importance of strengthening collaboration with schools and other educational organizations to facilitate professional exposure, practical learning, and future employment opportunities. Feedback received from internship institutions was also reviewed to identify areas where students could further improve their professional competencies.

Resolution

The Committee resolved to strengthen collaboration with schools and educational institutions for internship support, professional interaction, expert lectures, and placement assistance. It was further resolved that feedback received from internship institutions should be reviewed regularly to improve students' employability.

Action Taken Report (ATR)

The College maintained coordination with schools and educational institutions for internship and professional interaction. Feedback received from mentor teachers and school authorities was reviewed and shared with faculty members to improve students' professional competencies.

Agenda 5: Planning Placement Assistance, Career Guidance Programmes, and Recruitment Support for the Forthcoming Academic Session

Discussion Points

The Committee discussed strategies to enhance placement support for students by strengthening communication with schools and educational organizations. Members suggested organizing campus interaction programmes, career fairs, recruitment awareness sessions, and expert talks by experienced education professionals. The importance of maintaining a database of prospective employers and informing students about available employment opportunities on a regular basis was also emphasized.

Resolution

The Committee unanimously resolved to strengthen placement assistance by developing institutional linkages with schools and educational organizations, organizing career guidance programmes, and providing timely information regarding recruitment opportunities to students.

Action Taken Report (ATR)

The Placement Committee prepared an action plan for the forthcoming academic session to strengthen institutional collaboration with schools, organize career guidance activities, and disseminate information regarding employment opportunities to students.

Agenda 6: Strategies for Strengthening the Placement Committee and Alumni Engagement

Discussion Points

The Committee discussed the importance of involving alumni in placement and career guidance activities. Members suggested inviting alumni working in educational institutions to interact with students and share their professional experiences. The Committee also emphasized maintaining updated records of alumni and strengthening alumni engagement to enhance networking and career opportunities for students.

Resolution

The Committee unanimously resolved to strengthen alumni engagement by organizing alumni interaction sessions, maintaining an updated alumni database, and encouraging alumni participation in career guidance and placement-related activities.

Action Taken Report (ATR)

Efforts were initiated to update the alumni database and establish regular interaction with alumni working in educational institutions. Alumni were encouraged to participate in career guidance programmes and mentor students regarding professional opportunities.

Member Secretary

Principal
Deepshikha College of Technical Education

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Varun Path, Mansarovar

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