



# KASHI INSTITUTE OF TECHNOLOGY

(NAAC- A grade accredited institution), ISO 9001: 2015 (QUALITY MANAGEMENT SYSTEM)

Managed by: JAIN EDUCATION SOCIETY

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Ref. No.: Kashi IT/Office Order/2023-24/18

Date: - 23<sup>rd</sup> August, 2023

## OFFICE ORDER

### CAREER GUIDANCE CELL

Following faculty member are assigned the responsibility as shown against their names. They are advised to take over the responsibility with immediate effect for session 2023-24.

Sr. NO.	Name	Responsibility
1	Dr. Gaurav Sinha	Chairperson
2	Mr. Ravi Kumar Srivastava	Coordinator
3	Dr. A. K. Yadav	Member
4	Dr. D.M. Srivastava	Member
5	Dr. Kumar Abhishek	Member
6	Mr. Amitabh Singh	Member



#### Copy to:-

1. Vice Chairman
2. Deputy Director
3. Dean Academic
4. All HODs
5. Registrar
6. Training & Placement Cell
7. Administrative Office
8. H.R Department
9. Account Office
10. Notice Board

# Minutes of Meeting (Career Guidance Cell)

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**Date & Time** : 23/08/2023 01:00 pm to 01:30 pm

**Location** : Director's Office

**Chairperson** : Dr. A.K. Yadav (Dy. Director)

**Present** : Dr. D.M. Srivastava ,Dr. Kumar Abhishek, Mr. Ravi Kumar Srivastava.

## Agenda :

Action taken on last meeting points, Review of current week Activity ,any other point raised during meeting.

## Points discussed :

Conduct "Training & Placement Orientation program" on 23.08.2023 for all the students of BBA & MBA.

Members should report to the Director If there are any lapses related to conducting of career guidance session.

## Suggestion:

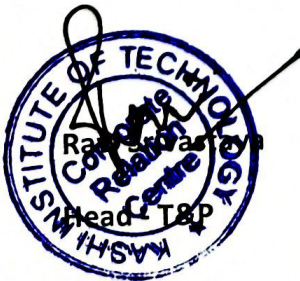
Provide information to students regarding attendance from HOD's end.

## Closings remarks :

Deputy Director Sir emphasized on more communication with him other than just a weekly report

## Next meeting :

The next meeting will be held at the same place in the month of September,2023.



# Minutes of Meeting (Career Guidance Cell)

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Date & Time : 13/11/2023 01:00 pm to 01:30 pm

Location : Director's Office

Chairperson : Dr. A.K. Yadav (Dy. Director)

Present : Dr. D.M. Srivastava ,Dr. Kumar Abhishek, Mr. Ravi Kumar Srivastava.

## Agenda :

Action taken on last meeting points, Review of current week Activity ,any other point raised during meeting.

## Points discussed :

Conduct live Interaction on "Proven Preparations rules to get a high paid job & QA Session" on 13.11.2023 for all the students of BBA, MBA, BCA & MCA.

Members should report to the Director If there are any lapses related to conducting of career guidance session.

## Suggestion:

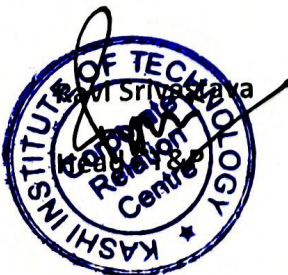
Provide information to students regarding attendance from HOD's end.

## Closings remarks :

Deputy Director Sir emphasized on more communication with him other than just a weekly report

## Next meeting :

The next meeting will be held at the same place in the month of December,2023.



# Minutes of Meeting (Career Guidance Cell)

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**Date & Time** : 16/02/2024 01:00 pm to 01:30 pm

**Location** : Director's Office

**Chairperson** : Dr. A.K. Yadav (Dy. Director)

**Present** : Dr. D.M. Srivastava ,Dr. Kumar Abhishek, Mr. Ravi Kumar Srivastava.

## Agenda :

Action taken on last meeting points, Review of current week Activity ,any other point raised during meeting.

## Points discussed :

Conduct Technical test on "C Language" on 16.02.2024 for all the students of B.tech 3<sup>rd</sup> Year (CS/AIML).

Members should report to the Director If there are any lapses related to conducting of career guidance session.

## Suggestion:

Provide information to students regarding attendance from HOD's end.

## Closings remarks :

Deputy Director Sir emphasized on more communication with him other than just a weekly report

## Next meeting :

The next meeting will be held at the same place in the month of March,2024.



# Minutes of Meeting (Career Guidance Cell)

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**Date & Time** : 02/05/2024 01:00 pm to 01:30 pm

**Location** : Director's Office

**Chairperson** : Dr. A.K. Yadav (Dy. Director)

**Present** : Dr. D.M. Srivastava ,Dr. Kumar Abhishek, Mr. Ravi Kumar Srivastava.

## Agenda :

Action taken on last meeting points, Review of current week Activity ,any other point raised during meeting.

## Points discussed :

Conduct Workshop on "Personality Development" on 02.05.2024 for all the students of BBA IInd Year& MBA Ist Year.

Members should report to the Director If there are any lapses related to conducting of career guidance session.

## Suggestion:

Provide information to students regarding attendance from HOD's end.

## Closings remarks :

Deputy Director Sir emphasized on more communication with him other than just a weekly report

## Next meeting :

The next meeting will be held at the same place in the month of June,2024.

