

To  
The Head / Placement Coordinator  
Department of.....

Date: 29-11-2021

Subject: Offline Meeting of Departmental Placement Coordinators on 2<sup>nd</sup> December 2021 at 11.30 am at PMG Hall

*Sir /Madam*

Greetings from Career Counselling & Placement Cell (CCPC)-AUS !

The CCPC is going to organize **offline Meeting** of Departmental Placement Coordinators on **2<sup>nd</sup> December 2021 at 11.30 am** at PMG Hall to discuss the following points:

1. Database preparation of different recruiting organizations/ companies/ R&D firms/ etc.
2. List of (2 names from each Department) students' coordinators from final year of each Department.
3. Placement data of last year.
4. Placement Plan for year 2022.
5. Students' Internship

Departmental Placement Coordinators are requested to make it convenient to attend the meeting.

Thanking you

With warm regards



**Dr D Ghosh**

Coordinator-CCPC

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1. PS to Vice Chancellor for the Kind information of the VC
2. The Registrar, Assam University
3. Director, IQAC-AUS
- ✓ 4. Director, Computer Centre-for uploading in the website
5. File

**Dr D Ghosh**  
Coordinator-CCPC