# Minutes of the meeting held on 18th Jan 2023

**PARTICIPANTS:**

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| 1. Dr. Palak Sheth 2. Pramod Jain 3. Surinder Kaur 4. Avinash Jha 5. Ritu Mishra 6. Jio Institute Placement Committee Members |

# Placement Brochure

1. Draft of the placement brochure is shared with the placement committee members. 3 members to proofread the document and submit the changes to the design team by 19th Jan.
2. The brochure to also be made print ready by next week.

# Video Resume

1. All students to complete their video resume shoot by 19th Jan.

# Student Profile & Resume Verification

1. To finalise an expert for student profile & resume verification.

# Database Creation

1. The Placement Committee to create a database of the dream companies in two phases.
2. Phase 1: The companies that are divided into 3 categories - A, B, C to be distributed amongst the placement committee to develop this database.
3. The data that is to be collected is as follows:
   1. Name of the company
   2. Chairman Details
   3. Governing Board Details
   4. Name of India Chairman
   5. Name, Email, Contact number & LinkedIn Profile of HR Head
   6. Name, Email, Contact number & LinkedIn Profile of Functional Head (tech/ marketing)
   7. Name, Email, Contact number & LinkedIn Profile of Sales Head
   8. Name, Email, Contact number & LinkedIn Profile of HR in charge of campus recruitment
4. Phase 2: check if there are any common connection between the database & Reliance family members.
5. Placement team to send an email regarding the details of the tools they need to acquire this data.

# Mock Interviews

1. To finalise the list of industry personnel that will be a part of the mock interviews

# Capsule Module

1. Currently, the below mentioned capsule modules have been finalized:
   1. Sales by Dr. Murali Mantrala ( University of Texas) on 9th & 10th Feb ( two 3 hours session).
   2. Negotiation by Jairam Joseph ( IIM)
   3. Consulting – programme specific
   4. Product Management
   5. Leadership
2. The placement team to also take a consensus from the entire batch to add more capsule modules to the above list. The final list to be shared by 18th Jan – 10:00 pm.
3. To finalise the list of industry personnel that will be a part of the mock interviews