

## 5.2.2

Any additional information

- Composition, SOP, Minutes of meetings of Placement cell



Jawahar Medical Foundation's  
**Annasaheb Chudaman Patil Memorial  
Medical College**

Post Box No. 145,  
Sakri Road,  
Dhule - 424 001.

Ph. (02562)276317,18,19  
Fax : (02562) 278027  
e-mail : acpmmcdhule@gmail.com  
web : www.acpmjmf.com

### **Standard Operative Procedure (SOP) for Student Placement**

#### **1. PREAMBLE**

ACPM Medical College is committed to provide academic excellence throughout the undergraduate & postgraduate course. Along with this institute is constantly striving to shape the personality of student. Institute is not only concerned with presence but also future of student. In view of this institute is engaged in providing information regarding career development & job opportunities. In addition to this efforts are taken to upgrade the professional skills of students. Students are also prepared for interview skills required for placement in overseas.

#### **2. OBJECTIVES**

- To arrange lectures/programs in order to make the students aware about career opportunities and job opportunities in various specialty.
- To register the students on various online portals who seeks jobs in government as well as non government sectors.
- To conduct the special activities to upgrade the skills of students.
- To conduct the counseling sessions in order to prepare students for interview.
- To give timely information to the students about recent vacancies.

#### **3. STANDARD OPERATING PROCEDURE(SOP)**

##### **a. Formation of the Placement Cell:**

In order to fulfill above mentioned objectives, Student Placement Cell will be formed by the Principle/Dean every year. Three members will be selected from teaching staff and two members from

clerical staff. Among these members one will be elected as chairman, another one as a member secretary and rest are member only. Placement cell will plan and execute the activities. Cell will work





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for one year. Minimum two meetings will be conducted during tenure of the cell.

b. Role and Responsibility

1. Chairman -

- To plan the activities and monitor work of members of cell.
- To report to the Dean about progress report of the cell


2. Member secretary-

- To execute the activities with the help of members.
- To report to Chairman
- To conduct meetings, prepare minutes of meeting and annual report.

3. Members-

- Members will be directly involved in activities.
- Apart from routine activities of the cell, records will be maintained by clerical members.



  
Member Secretary  
Student Placement Cell



JAWAHAR MEDICAL FOUNDATION'S  
A.C.P.M. MEDICAL COLLEGE & HOSPITAL

Email : deanacpm@gmail.com  
acpmcdhule@gmail.com  
website : www.jmfacpm.com

Sakri Road, Dhule - 424001 (Maharashtra)  
Ph.No.: 02562 - 276317,18,19 Mob. 8686585839


Ref: 1689 /ACPMCDhule

Date: 25/08 /2020

The following staff members have been appointed in the Placement Cell of the institute for year 2020-21.

Sr. No.	Name of Teacher	Designation in Institute	Designation in Placement Cell
1	Dr. Alka Patil	Professor & HOD (OBGY)	Chairman
2	Dr. Ashish Raj	Associate Professor (Community Med)	Member Secretary
3	Dr. Rahul Shinde	Assistant Lecturer (Dermatology)	Member
4	Mr. Vilas Patil	Senior Clerk (H.R. Dept.)	Member
5	Mr. Chandrashekhar Khairnar	Junior Clerk (FMT)	Member



  
Dr. Vijay B. Patil  
Dean  
ACPM Medical College, Dhule

DEAN  
A.C.P.M. MEDICAL COLLEGE & HOSPITAL  
DHULE

Copy to:

1. Chairman Sir.
2. All Departments.





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✉ acpmmcdhule@gmail.com  
🌐 website : www.jmfacpm.com

📍 Sakri Road, Dhule - 424001 (Maharashtra)  
☎ Ph.No.: 02562 - 276317,18,19 Mob. 8686585839

Ref.No. 173 | /ACPMMDHULE

Date: 28/08/2020.

**Placement Cell 2020-21**

**NOTICE**

All the members of Placement Cell are hereby informed that the meeting is scheduled on 31-08-2020 at 11am in college council hall. All the members of student grievance committee are requested to attend the same.



Member Secretary  
Placement Cell 2020-21

**Copy to:**

All Committee members



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Email : deanacpm@gmail.com  
acpmmcdhule@gmail.com  
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Sakri Road, Dhule - 424001 (Maharashtra)  
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**Placement Cell 2020-21**

**Minutes of Meeting**

Date- 31/08/2020  
Hall

Time- 11 a.m.

Venue- Council

Agenda-: 1. Orientation of cell members 2. Orientation about online programs related with career guidance and placement .

**Minutes of Meeting-**

Meeting was attended by following members:

1. Dr. Alka Patil
2. Dr. Ashish Raj
3. Dr. Rahul Shinde
4. Mr. Vilas Patil
5. Mr. Chandrashekhar Khairnar

1. Dr. Alka Patil welcomed the newly elected members.
2. Chairman informed the members about their role & responsibilities.
3. Detailed discussion was done on online programs related with career guidance and placement among the committee members.



Member Secretary  
Placement Cell 2020-21

Copy to:

Dean, A.C.P. Medical College, Dhule



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✉ acpmmcdhule@gmail.com  
🌐 website : www.jmfacpm.com

📍 Sakri Road, Dhule - 424001 (Maharashtra)  
☎ Ph.No.: 02562 - 276317,18,19 Mob. 8686585839

Date:31/08/2020

**ATTENDANCE**

**Placement Cell 2020-21**

Sr. No	Name	Designation	Signature
1	Dr. Alka Patil	Chairman	
2	Dr. Ashish Raj	Member Secretary	
3	Dr. Rahul Shinde	Member	
4	Mr. Vilas Patil	Member	
5	Mr. Chandrashekhar Khairnar	Member	



Member Secretary  
Placement Cell 2020-21





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Ref.No.

/ACPMMDHULE.


Date:15/02/2021.

**Placement Cell 2020-21**

**NOTICE**

All the members of Placement Cell are hereby informed that the meeting is scheduled on 18-02-2021 at 11am in college council hall. All the members of Placement Cell are requested to attend the same.



  
Member Secretary  
Placement Cell 2020-21

**Copy to:**

All Committee members





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**Placement Cell 2020-21**

**Minutes of Meeting**

Date- 18/02/2021 Time- 11 a.m.

Venue- Council Hall

Agenda:-1. Awareness about UPSC exam preparation.

Minutes of Meeting-


Meeting was attended by following members:

1. Dr. Alka Patil
2. Dr. Ashish Raj
3. Dr. Rahul Shinde
4. Mr. Vilas Patil
5. Mr. Chandrashekhar Khairnar

1. Academic board meeting of all the years were taken and schedule of online teaching session was planned.
2. In the meeting activity concerned with student placement were identified and planning was done to conduct these activities. In relation to this it was decided that alumni of this institute will be engaged to conduct program on carrier opportunities. So that lecture of Dr. Puneet Patil will be arranged on 23/02/2021 on the topic 'UPSC Exam Preparation'.



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Member Secretary  
Placement Cell 2020-21



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Date:18/02/2021

**ATTENDANCE**

**Placement Cell 2020-21**

Sr. No	Name	Designation	Signature
1	Dr. Alka Patil	Chairman	
2	Dr. Ashish Raj	Member Secretary	
3	Dr. Rahul Shinde	Member	
4	Mr. Vilas Patil	Member	
5	Mr. Chandrashekhar Khairnar	Member	



Member Secretary  
Placement Cell 2020-21



Post Box No. 145,  
Sakri Road,  
Dhule - 424 001.

Jawahar Medical Foundation's  
**Annasaheb Chudaman Patil Memorial  
Medical College**

Ph. (02562)276317,18,19  
Fax : (02562) 278027  
e-mail : acpmcdhule@gmail.com  
web : www.acpmjmf.com

Ref: 1138 /ACPMMD/Dhule

Date: 09/12/2019

The following staff members have been appointed in the Placement Cell of the institute for the academic year 2019-20.

Sr. No.	Name of Teacher	Designation in Institute	Designation in Placement Cell
1	Dr. Aarti Mahale	Vice Principle	Chairman
2	Dr. Shahin Kazi	Professor(Anatomy)	Member Secretary
3	Dr. Vikrant Kalokhe	Associate Professor (FMT)	Member
4	Mr. Vilas Patil	Senior Clerk (H.R. Dept.)	Member
5	Mr. Chandrashekhar Khairnar	Junior Clerk (FMT)	Member



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1. Chairman Sir
2. All Departments

Dr. Vijay B. Patil  
Dean

ACPM Medical College, Dhule

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**Annasaheb Chudaman Patil Memorial  
Medical College**

Post Box No. 145,  
Sakri Road,  
Dhule - 424 001.

Ph. (02562)276317,18,19  
Fax : (02562) 278027  
e-mail : acpmmcdhule@gmail.com  
web : www.acpmjmf.com

Ref.No. 1085 /ACPMMC/DHULE.

Date: 11/12/2019

**Placement Cell 2019-20**

**NOTICE**

All the members of Placement Cell are hereby informed that the meeting is scheduled on 13-12-2019 at 11am in college council hall. All the members of student grievance committee are requested to attend the same.



*Skat*  
Member Secretary  
Placement Cell 2019-20

**Copy to:**  
All Committee members





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Post Box No. 145,  
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Ph. (02562)276317,18,19  
Fax : (02562) 278027  
e-mail : acpmmcdhule@gmail.com  
web : www.acpmjmf.com

**Placement Cell 2019-20**

**Minutes of Meeting**

Date- 13/12/2019

Time- 11 a.m.

Venue- Council Hall

Agenda-: 1. Orientation of cell members 2. Planning of future activities

Minutes of Meeting-

Meeting was attended by following members:

1. Dr. Aarti Mahale
2. Dr. Shahin Kazi
3. Dr. Vikrant Kalokhe
4. Mr. Vilas Patil
5. Mr. Khairnar

1. Dr. Aarti Mahale welcomed the newly elected members.
2. Dr. Aarti Mahale oriented the members about the work & their responsibilities.
3. Detailed discussion was done on upcoming activities. Its planning was done.



*Sken*  
Member Secretary  
Placement Cell 2019-20

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Sakri Road,  
Dhule - 424 001.

Ph. (02562)276317,18,19  
Fax : (02562) 278027  
e-mail : acpmmcdhule@gmail.com  
web : www.acpmjmf.com

Date: 13/12/2019

**ATTENDANCE**

**Placement Cell 2019-20**

Sr. No	Name	Designation	Signature
1	Dr. Aarti Mahale	Chairman	
2	Dr. Shahin Kazi	Member Secretary	
3	Dr. Vikrant Kalokhe	Member	
4	Mr. Vilas Patil	Member	
5	Mr. Chandrashekhar Khairnar	Member	



Member Secretary  
Placement Cell 2019-20



Post Box No. 145,  
Sakri Road,  
Dhule - 424 001.

Jawahar Medical Foundation's  
**Annasaheb Chudaman Patil Memorial  
Medical College**

Ph. (02562)276317,18,19  
Fax : (02562) 278027  
e-mail : acpmmcdhule@gmail.com  
web : www.acpmjmf.com

Ref.No.

/ACPMMC/DHULE.

Date: 01/04/2020

**Placement Cell 2019-20**

**NOTICE**

All the members of Placement Cell are hereby informed that the meeting is scheduled on 03-04-2020 at 11am in college council hall. All the members of student grievance committee are requested to attend the same.



*S. K. Patil*

Member Secretary  
Placement Cell 2019-20

**Copy to:**

All Committee members



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**Annasaheb Chudaman Patil Memorial  
Medical College**

Post Box No. 145,  
Sakri Road,  
Dhule - 424 001.

Ph. (02562)276317,18,19  
Fax : (02562) 278027  
e-mail : acpmcdhule@gmail.com  
web : www.acpmjmf.com

**Placement Cell 2019-20  
Minutes of Meeting**

Date- 03/04/2020

Time- 11 a.m.

Venue- Council Hall

Agenda:- Planning of activities in current COVID 19 situation.

Minutes of Meeting-

Meeting was attended by following members:

1. Dr. Aarti Mahale
2. Dr. Shahin Kazi
3. Dr. Vikrant Kalokhe
4. Mr. Vilas Patil
5. Mr. Khairnar

1. Minutes of previous meeting were reviewed.
2. It was unanimously decided that all physical activities regarding student placement should be stopped due to COVID 19 epidemic. It was also decided that activities will be taken online.



*S. K. Patil*

Member Secretary  
Placement Cell 2019-20

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Medical College**

Post Box No. 145,  
Sakri Road,  
Dhule - 424 001.

Ph. (02562)276317,18,19  
Fax : (02562) 278027  
e-mail : acprmmcdhule@gmail.com  
web : www.acprmjmf.com

Date: 03/04/2020

**ATTENDANCE**

**Placement Cell 2019-20**

Sr. No	Name	Designation	Signature
1	Dr. Aarti Mahale	Chairman	
2	Dr. Shahin Kazi	Member Secretary	
3	Dr. Vikrant Kalokhe	Member	
4	Mr. Vilas Patil	Member	
5	Mr. Chandrashekhar Khairnar	Member	



Member Secretary  
Placement Cell 2019-20



Post Box No. 145,  
Sakri Road,  
Dhule - 424 001.

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Medical College**

Ph. (02562)276317,18,19  
Fax : (02562) 278027  
e-mail : acpmmcdhule@gmail.com  
web : www.acpmjmf.com

Ref: 866 /ACPMMC/Dhule

Date: 03/08 /2018

The following staff members have been appointed in the Placement Cell of the institute for year 2018-19.

Sr. No.	Name of Teacher	Designation in Institute	Designation in Placement Cell
1	Dr. NV Dravid	Professor & HOD (Pathology)	Chairman
2	Dr. Rahul Wadile	Professor & HOD (Microbiology)	Member Secretary
3	Dr. Arundhati Gadre	Assistant Lecturer (Pathology)	Member
4	Mr. Vilas Patil	Senior Clerk (H.R. Dept.)	Member
5	Mr. Chandrashekhar Khairnar	Junior Clerk (FMT)	Member



Dr. Aarti Mahale  
Vice Principal  
ACPM Medical College, Dhule

Copy to:

1. Chairman Sir
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3. All Departments



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Dhule - 424 001.

Ph. (02562)276317,18,19  
Fax : (02562) 278027  
e-mail : acpmmcdhule@gmail.com  
web : www.acpmjmf.com

Ref.No. 865 /ACPMMC/DHULE.


Date: 03/08/2018

**Placement Cell 2018-19**

**NOTICE**

All the members of Placement Cell are hereby informed that the meeting is scheduled on 06-08-2018 at 11am in college council hall. All the members of student grievance committee are requested to attend the same.



  
Member Secretary  
Placement Cell 2018-19

**Copy to:**  
All Committee members



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Fax : (02562) 278027  
e-mail : acpmcdhule@gmail.com  
web : www.acpmjmf.com

**Placement Cell 2018-19**

**Minutes of Meeting**

Date- 06/08/2018

Time- 11 a.m.

Venue- Council Hall

Agenda-: 1. Orientation of cell members 2. Student training

Minutes of Meeting-

Meeting was attended by following members:

1. Dr. N.V. Dravid
2. Dr. Rahul Wadile
3. Dr. Arundhati Gadre
4. Mr. Vilas Patil
5. Mr. Khairnar

1. Dr. R.C. Sharma welcomed the newly elected members.
2. Members were explained about their role and responsibilities.
3. It was decided that activities to be done to upgrade the skills of students and accordingly activities were planned.

Member Secretary  
Placement Cell 2018-19

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Principal, A.C.P. Medical College, Dhule







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Dhule - 424 001.

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Fax : (02562) 278027  
e-mail : acpmmcdhule@gmail.com  
web : www.acpmjmf.com

Date: 06/08/2018

**ATTENDANCE**

**Placement Cell 2018-19**

Sr. No	Name	Designation	Signature
1	Dr. N.V. Dravid	Chairman	
2	Dr. Rahul Wadile	Member Secretary	
3	Dr. Arundhati Gadre	Member	
4	Mr. Vilas Patil	Member	
5	Mr. Chandrashekhar Khairnar	Member	



Member Secretary  
Placement Cell 2018-19



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Sakri Road,  
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Ph. (02562)276317,18,19  
Fax : (02562) 278027  
e-mail : acpmmcdhule@gmail.com  
web : www.acpmjmf.com

Ref.No. /ACPMMC/DHULE.

Date: 02/02/2019

**Placement Cell 2018-19**

**NOTICE**

All the members of Placement Cell are hereby informed that the meeting is scheduled on 05-02-2019 at 11am in college council hall. All the members of student grievance committee are requested to attend the same.

Member Secretary  
Placement Cell 2018-19

**Copy to:**

All Committee members





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Fax : (02562) 278027  
e-mail : acpmcdhule@gmail.com  
web : www.acpmjmf.com

**Placement Cell 2018-19**

**Minutes of Meeting**

Date- 05/02/2019 Time- 11 a.m.

Venue- Council Hall

Agenda-: Engaging the alumni in placement activities.

Minutes of Meeting-

Meeting was attended by following members:

1. Dr. N.V. Dravid
  2. Dr. Rahul Wadile
  3. Dr. Arundhati Gadre
  4. Mr. Vilas Patil
  5. Mr. Khairnar
1. Minutes of previous meeting were reviewed.
  2. List of students placed in 2018-19 was overlooked. It was decided that alumni will be invited to give lectures for students on career guidance and job opportunities.

Member Secretary  
Placement Cell 2018-19

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Principal, A.C.P. Medical College, Dhule







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Fax : (02562) 278027  
e-mail : acpmmcdhule@gmail.com  
web : www.acpmjmf.com

Date: 05/02/2019

**ATTENDANCE**

**Placement Cell 2018-19**

Sr. No	Name	Designation	Signature
1	Dr. N.V. Dravid	Chairman	
2	Dr. Rahul Wadile	Member Secretary	
3	Dr. Arundhati Gadre	Member	
4	Mr. Vilas Patil	Member	
5	Mr. Chandrashekhar Khairnar	Member	



Member Secretary  
Placement Cell 2018-19



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Ph. (02562)276317,18,19  
Fax : (02562) 278027  
e-mail : acpmmcdhule@gmail.com  
web : www.acpmjmf.com

Ref: 8944 /ACPMMC/Dhule

Date: 09/08/2017

The following staff members have been appointed in the Placement Cell of the institute for year 2017-18.

Sr. No.	Name of Teacher	Designation in Institute	Designation in Placement Cell
1	Dr. Alka Patil	Professor & HOD (OBGY)	Chairman
2	Dr. Shahin Kazi	Associate Professor (Anatomy)	Member Secretary
3	Dr. Rahul Shinde	Assistant Lecturer (Dermatology)	Member
4	Mr. Vilas Patil	Senior Clerk (H.R. Dept.)	Member
5	Mr. Chandrashekhar Khairnar	Junior Clerk (FMT)	Member



Dr. Aarti Mahale  
Vice Principal  
ACPM Medical College, Dhule

Copy to:

1. Chairman Sir
2. All Departments



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Ph. (02562)276317,18,19  
Fax : (02562) 278027  
e-mail : acpmmdhule@gmail.com  
web : www.acpmjmf.com

Ref.No. **2337** /ACPMMDHULE.

Date: 09/08/2017

**Placement Cell 2017-18**

**NOTICE**

All the members of Placement Cell are hereby informed that the meeting is scheduled on 11-08-2017 at 11am in college council hall. All the members of student grievance committee are requested to attend the same.

*Skoti*

Member Secretary  
Placement Cell 2017-18

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Sakri Road,  
Dhule - 424 001.

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e-mail : acpmmcdhule@gmail.com  
web : www.acpmjmf.com

**Placement Cell 2017-18**

**Minutes of Meeting**

Date- 11/08/2017

Time- 11 a.m.

Venue- Council Hall

Agenda-: 1. Orientation of cell members 2. Registration of students

Minutes of Meeting-

Meeting was attended by following members:

1. Dr. Alka Patil
2. Dr. Shahin Kazi
3. Dr. Rahul Shinde
4. Mr. Vilas Patil
5. Mr. Khairnar

1. Dr. Alka Patil welcomed the newly elected members.
2. Members were explained about their role and responsibilities.
3. It was decided that interns and PG students will be registered on the job searching online portal.

Member Secretary  
Placement Cell 2017-18

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e-mail : acpmmcdhule@gmail.com  
web : www.acpmjmf.com

Date: 11/08/2017

**ATTENDANCE**

**Placement Cell 2017-18**

Sr. No	Name	Designation	Signature
1	Dr. Alka Patil	Chairman	
2	Dr. Shahin Kazi	Member Secretary	
3	Dr. Rahul Shinde	Member	
4	Mr. Vilas Patil	Member	
5	Mr. Chandrashekhar Khairnar	Member	



Member Secretary  
Placement Cell 2017-18



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web : www.acpmjmf.com

Ref.No. /ACPMMC/DHULE.

Date: 13/02/2018

**Placement Cell 2017-18**

**NOTICE**

All the members of Placement Cell are hereby informed that the meeting is scheduled on 15-02-2018 at 11am in college council hall. All the members of student grievance committee are requested to attend the same.

*Skoti*  
Member Secretary  
Placement Cell 2017-18

**Copy to:**  
All Committee members







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Sakri Road,  
Dhule - 424 001.

Ph. (02562)276317,18,19  
Fax : (02562) 278027  
e-mail : acpmcdhule@gmail.com  
web : www.acpmjmf.com

**Placement Cell 2017-18  
Minutes of Meeting**

Date- 15/02/2018

Time- 11 a.m.

Venue- Council Hall


Agenda-: 1. Awareness of students about job opportunities in Middle East Countries.

Minutes of Meeting-

Meeting was attended by following members:

1. Dr. Alka Patil
2. Dr. Shahin Kazi
3. Dr. Rahul Shinde
4. Mr. Vilas Patil
5. Mr. Khairnar

1. It was decided that students should be make aware about job opportunities in Middle East Countries by conducting special lectures in this regard. In this regard lecture will be taken in the moth of March and its plan was made.
2. Students placed in the year 2017-18 were overlooked.

  
Member Secretary  
Placement Cell 2017-18

Copy to:

Principal, A.C.P. Medical College, Dhule





Jawahar Medical Foundation's  
**Annasaheb Chudaman Patil Memorial  
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Sakri Road,  
Dhule - 424 001.

Ph. (02562)276317,18,19  
Fax : (02562) 278027  
e-mail : acpmmcdhule@gmail.com  
web : www.acpmjmf.com

Date: 15/02/2018

**ATTENDANCE**

**Placement Cell 2017-18**

Sr. No	Name	Designation	Signature
1	Dr. Alka Patil	Chairman	
2	Dr. Shahin Kazi	Member Secretary	
3	Dr. Rahul Shinde	Member	
4	Mr. Vilas Patil	Member	
5	Mr. Chandrashekhar Khairnar	Member	



Member Secretary  
Placement Cell 2017-18



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Ref: 1701 /ACPMMD/Dhule

Date: 11/08 /2016

The following staff members have been appointed in the Placement Cell of the institute for year 2016-17.

Sr. No.	Name of Teacher	Designation in Institute	Designation in Placement Cell
1	Dr. Aarti Mahale	Professor & HOD (Biochemistry)	Chairman
2	Dr. Pranjali Shinde	Assistant Professor (Physiology)	Member Secretary
3	Dr. Gopal Bagal	Associate Professor (Anatomy)	Member
4	Mr. Vilas Patil	Senior Clerk (H.R. Dept.)	Member
5	Mr. Chandrashekhar Khairnar	Junior Clerk (FMT)	Member



Dr. Prakash V. Patil  
Principal  
ACPM Medical College, Dhule

Principal,  
A.C.P.M. Medical College,  
Dhule - 424001. [M.S.]

Copy to:

1. Chairman Sir
2. All Departments





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Medical College**

Ph. (02562) 276317, 18, 19  
Fax : (02562) 278027  
e-mail : acpmmdhule@gmail.com  
web : www.acpmjmf.com

Ref.No. **1727** /ACPMMC/DHULE.

Date: 15/08/2016

**Placement Cell 2016-17**

**NOTICE**

All the members of Placement Cell are hereby informed that the meeting is scheduled on 17-08-2016 at 11am in college council hall. All the members of student grievance committee are requested to attend the same.

*[Signature]*

*[Signature]*

Member Secretary  
Placement Cell 2016-17

*[Signature]*

**Copy to:**

All Committee members





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**Placement Cell 2016-17  
Minutes of Meeting**

Date- 17/08/2016

Time- 11 a.m.

Venue- Council Hall

Agenda:- 1. Orientation of cell members 2.SOP formation.3. Preparation of student register  
4. Awareness of students about job opportunities in defense sector

Minutes of Meeting-

Meeting was attended by following members:

1. Dr. Aarti Mahale
  2. Dr. Pranjali Shinde
  3. Dr. Gopal Bagal
  4. Mr. Vilas Patil
  5. Mr. Khairnar
1. Dr. Aarti Mahale welcomed the newly elected members.
  2. Dr. Aarti Mahale oriented the members about their role & responsibilities.
  3. Detailed discussion was done on standard operating procedure & finalized it
  4. It was decided to maintain register in which detail information of outgoing UG & PG students is mentioned so as to informed concerned students about fresh vacancies as an when created
  5. It was decided to conduct the activity to make the student aware about job opportunities in Defense sector. In view of this lecture will be taken on 06/09/2016.

Member Secretary  
Placement Cell 2016-17

Copy to:

1. Principal
2. All the members of placement





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Fax : (02562) 278027  
e-mail : acpmmcdhule@gmail.com  
web : www.acpmjmf.com

Date: 17/08/2016

**ATTENDANCE  
Placement Cell 2016-17**

Sr. No	Name	Designation	Signature
1	Dr. Aarti Mahale	Chairman	
2	Dr. Pranjali Shinde	Member Secretary	
3	Dr. Gopal Bagal	Member	
4	Mr. Vilas Patil	Member	
5	Mr. Chandrashekhar Khairnar	Member	



Member Secretary  
Placement Cell 2016-17





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Fax : (02562) 278027  
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Ref.No.

/ACPMMC/DHULE.

Date: 10/02/2017

**Placement Cell 2016-17**

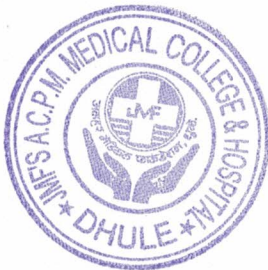
**NOTICE**

All the members of Placement Cell are hereby informed that the meeting is scheduled on 13-02-2017 at 11am in college council hall. All the members of Placement Cell are requested to attend the same.

Member Secretary  
Placement Cell 2016-17

**Copy to:**

All Committee members





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**Placement Cell 2016-17  
Minutes of Meeting**

Date- 13/02/2017

Time- 11 a.m.

Venue- Council Hall

Agenda-: counseling of students.

Minutes of Meeting-

Meeting was attended by following members:

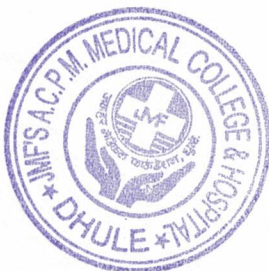
1. Dr. Aarti Mahale
2. Dr. Pranjali Shinde
3. Dr. Gopal Bagal
4. Mr. Vilas Patil
5. Mr. Khairnar

1. Minutes of previous meeting were reviewed.

2. It was decided that to conduct the counseling of those students who are interested in doing job in foreign countries. It was also decided that to conduct the special sessions to prepare students for interview.

Member Secretary  
Placement Cell 2016-17

Copy to:  
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Date: 13/02/2017

**ATTENDANCE**

**Placement Cell 2016-17**

Sr. No	Name	Designation	Signature
1	Dr. Aarti Mahale	Chairman	
2	Dr. Pranjali Shinde	Member Secretary	
3	Dr. Gopal Bagal	Member	
4	Mr. Vilas Patil	Member	
5	Mr. Chandrashekhar Khairnar	Member	



Member Secretary  
Placement Cell 2016-17