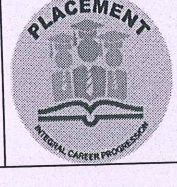
	Dr. N.G.P. ARTS AND SCIENCE COLLEGE (An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore) Approved by Government of Tamilnadu and Accredited by NAAC with 'A++' Grade (3rd Cycle) Dr. N.G.P.-Kalapatti Road, Coimbatore-641048, Tamilnadu, India Web: www.drngpasc.ac.in Email: info@drngpasc.ac.in Phone: +91-422-2369100	
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Name of the Center : Center for Training and Placement
Academic Year : 2023-2024
Meeting No. : 1
Date & Time : 19-04-2022, 3:45 pm
Venue : Board Room 'C' Block

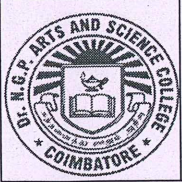
MINUTES OF THE MEETING

The Center for Training and Placement meeting was held on 19.04.2023 at 3:45 pm in the Board Room.

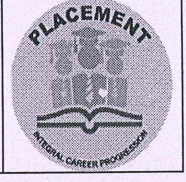
Meeting Chair: Dr. S. Saravanan (Principal i/c)

The following members were present

1. Dr Roweena B D'couth
2. Ms Manjula D
3. Mr Gerald Arul Raj
4. Ms Sasikala S
5. Mr Prashanth
6. Mr Shenbagarajan P
7. Ms Keerthi P



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Date: 20.04.2023

Center for Training and Placement

It is proposed to convene a meeting at the Center for Training and Placement meeting on 19.04.2023 at 3:45 pm in the Board room.

The following is the agenda for the meeting:

1. Database- In charges for Stream Categories
2. Activity File
3. Website Company logo & offer list update
4. Placement Registration hard Copy
5. Feedback & Testimony Form
6. Minutes and Newsletter In charge
7. Time Table
8. Placement Training Schedule
9. Internal Examination
10. Offer Letter
11. Newsletter
12. Time table
13. NIRF/Ranking
14. Annual Report
15. IQAC
16. Circular IN - OUT
17. Activities Arrangements
18. Summer Training (Aptitude and Communication)

All the committee members are requested to attend the meeting without fail.

(Mr Balaji Gunasekaran)

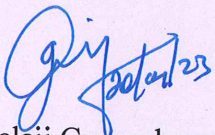
Placement Officer

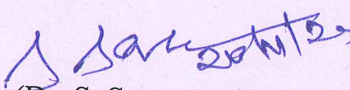
(Dr. S. Saravanan)

Dean Administration

The following agenda is discussed in the meeting:

S.No.	Work Allotted Stream Wise	Name of the Staff	Nature of Work	Responsibility Assigned	Responsibility Assigned	Responsibility Assigned	Nature of Work to be carried out	Nature of Work to be carried out
1	Life Science	Mrs.Sasikala	Database update to date	Exam Coordinator	Feedback/testimony	Offer letters	NIRF/Ranking	
		Dr.Roweena	Database update to date	Communication Classes	Newsletter	MOM	Annual Report	Website overall content
2	Computer Stream	Mr.Gerald	Database update to date	Activity coordination	Feedback Testimony	Offer letters	Summer Training	Attendance
		Mr.Senbagaraj	Database update to date	Activity coordination	Feedback Testimony	Offer letters	Time Table	Placement Registration form
3	Commerce	Mrs.Manjula	Database update to date	IQAC	Feedback Testimony	Offer letters	Summer Training	Activity list
		Mr.Prashanth	Database update to date	Activity coordination	Feedback Testimony	Offer letters	Congratulations	Website, Company logo & offer list update
4	Placement	Ms.Keerthi	Circular IN - OUT	Activity List	Activities Arrangements	Offer letters	Congratulations	Attendance


 (Mr. Balaji Gunasekaran)
 Placement Officer


 (Dr. S. Saravanan)
 Dean Administration

List of Committees members participated:

S.No	Names	Designation
1	Dr. S. Saravanan	Dean Administration
2	Mr. Balaji Gunasekaran	Placement Officer
3	Dr Roweena B D'coutho	Communicative Trainer
4	Ms Manjula D	Aptitude Trainer
5	Mr Gerald Arul Raj	Aptitude Trainer
6	Ms Sasikala S	Aptitude Trainer
7	Mr Prashanth	Aptitude Trainer
8	Mr Shenbagarajan P	Aptitude Trainer
9	Ms Keerthi P	Student & Activity Coordinator



Dr. S. Saravanan

(Principal i/c)