

Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)
Approved by Government of Tamil Nadu & Accredited by NAAC with A++ Grade (3rd Cycle-3.64 CGPA)
Dr. N.G.P.-Kalapatti Road, Coimbatore-641 048, Tamil Nadu, India
Website: www.dnrgpasc.ac.in | Email: info@dnrgpasc.ac.in | Phone: +91-422-2369100



CENTER FOR TRAINING AND PLACEMENT

Minutes of Meeting AY 2024-25 - 1

Date: 21.05.24

Time : 10.30 am

I. **Opening Statement** : The meeting was coordinated by the Placement Officer Mr. Balaji Gunasekaran. He proffered the protocols that has to be followed by the trainers and students.

II. **List of Members Present** : 10

III. **List of Members Absent** : 0

IV. **Agenda** :

- To conduct the orientation programme for second year students.
- To conduct and enhance the pre placement session and company specific training for third years and schedule the placement materials through platforms like GCR.
- To fabricate the awareness among students about the importance of placement classes.
- To discuss the policies and guidelines that have to be followed by the students and trainers.
- To finalize the time table for the odd semester.
- To update the profile of the trainers on the website.
- To issue the internal examination questionnaires.
- To discuss and update NIRF training

Roles and Responsibilities of the trainers:

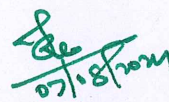
S. NO	NAME	RESPONSIBILITIES ASSIGNED
1	Mr. Soundharajan	Technical and Google Classroom Coordinator
2	Mrs. Manjula	Commerce Placement Stream Coordinator, Commerce Stream Database, IQAC/NAAC/NIRF Ranking, Summer Training and Offer Letters.
3	Mrs. Sasikala	Life Science Placement Stream Coordinator, Life Science Stream Database, Class Test Questionnaires, Exam Coordinator and Offer Letters.
4	Mr. Prasanth	Computer Science Placement Stream Coordinator and Dress Code, Timetable, Website and Offer Letters.
5	Ms. Jothi	Drive Attendance and Quantitative Aptitude and Logical Reasoning Materials.
6	Ms. Sowmiya	Drive Attendance and Class Assignment Report.
7	Ms. Madhu Dharani	Drive Attendance, Placement registration forms and Company questionnaires.
7	Ms. Kuzhalvizhi	Company questionnaires and Notice Board.
8	Ms. Poornadivya	Computer Science and Life Science Communication Coordinator, Communication Schedule and Attendance.
9	Ms. Eunice Renita	Commerce Communication Coordinator, Annual Newsletter, MOM and Attendance.
10	Ms. Keerthi	Activities arrangement, Circular In-Out.

V. Summary of the points/decisions made : 2024-25

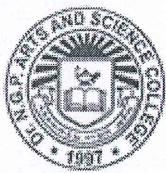
- The meeting was conducted especially to focus the pre placement sessions and campaign specific training schedules of the second- and third-year students.
- Students should strictly follow the rules and regulations like dress code when they appear for the training sessions.
- Students should be aware of the platforms used for training purposes.
- To prepare the questionnaires for mock and issue it.
- Trainers should update their profile on the official websites for crucial times.



**Minutes prepared by
(Placement Officer)**

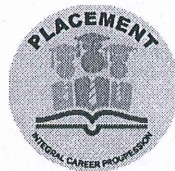


**Minutes approved by
(Principal)**



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CENTER FOR TRAINING AND PLACEMENT

Minutes of Meeting AY 2024-25 - 2

Date: 22.11.2024

Time : 2.30 pm

I. Opening Statement: The meeting was presided over by the Placement Officer Mr. Balaji Gunasekaran. He conferred few instructions with the team.

II. List of Members Present : 12

III. List of Members Absent : 0

IV. Agenda :

- A new platform called Aptitude buster was acquainted.
- Modifications in PET (Placement Eligibility Test)
- Summer Training for the current II – UG students.
- Offer letters of the placed students.
- Placement registered forms for II-UG students.
- Questionnaires(Internal, Company specific, Quiz) – update .
- Arrangement of labs for the upcoming drives.
- Timetable and syllabus for the forth-coming semester.
- Communication Assessment for the current II- UG placement registered students.

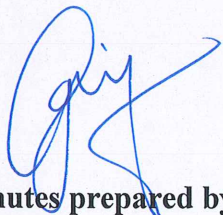
V. Summary of the points/decisions made:

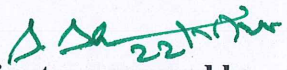
- Aptitude Buster is a new platform in which students can get to know about the Aptitude, Reasoning and Verbal topics in a detailed manner. A detailed explanation for all the topics would be given. Practice tests and mock assessments can be taken by our students to get familiarised with the topics.
- A slight alteration in the patterns of questions and do's and don'ts.
- An idea of providing summer training willingness forms to the II – UG students were discussed.
- Some of the placement registered students who had attended the drives were selected and received offer letters from the firms/ organizations. Our duty is to collect the offer letters.
- Thirdly, Placement registered forms would be sent to the II-UG students who are willing to opt for placement.
- Updation of Questionnaires and Quizzes
- Venues for the upcoming drives and arrangements for the Panel members were discussed.
- Aptitude timetable and syllabus were also conversed.
- Communication Assessment will be conducted for the II – UG students to assess and schedule training for elevating their communication skills.

Roles and Responsibilities of the Trainers and Coordinator:

S. NO	NAME	RESPONSIBILITIES ASSIGNED
1	Mr. Soundharajan	Technical and Google Classroom Coordinator
2	Mrs. Manjula	Commerce Placement Stream Coordinator, Commerce Stream Database, IQAC/NAAC/NIRF Ranking, Summer Training and Offer Letters.
3	Mrs. Sasikala	Life Science Placement Stream Coordinator, Life Science Stream Database, Class Test Questionnaires, Exam Coordinator and Offer Letters.

4	Mr. Prasanth	Computer Science Placement Stream Coordinator and Dress Code, Timetable, Website and Offer Letters.
5	Ms. Jothi	Drive Attendance and Quantitative Aptitude and Logical Reasoning Materials.
6	Ms. Sowmiya	Drive Attendance and Class Assignment Report.
7	Ms. Madhu Dharani	Drive Attendance and Placement registration forms
8	Ms. Kuzhalvizhi	Company questionnaires and Notice Board
9	Ms. Poornadivya	Computer Science and Life Science Communication Coordinator, Communication Schedule and Attendance.
10	Ms. Eunice Renita	Commerce Communication Coordinator, Annual Newsletter, MOM and Attendance.
11	Ms. Swetha	Feedback forms, Company questionnaires
12	Mrs. Anitha	Activities arrangement, Circular In-Out.


Minutes prepared by
(Placement Officer)


Minutes approved by
(Principal)