

	Dr. N.G.P. ARTS AND SCIENCE COLLEGE <i>(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)</i> Approved by Government of Tamil Nadu & Accredited by NAAC with A++ Grade (3 rd Cycle - CGPA 3.64) Dr. N.G.P. - Kalapatti Road, Coimbatore - 641 048, Tamil Nadu, India ☎ +91-422-2369100 🌐 www.drnpgpasc.ac.in ✉ info@drnpgpasc.ac.in	Placement
		2026-27

CENTER FOR TRAINING AND PLACEMENT

The minutes of the 1st meeting of the Center for Training and Placement is scheduled to be held on 11-05-26 at 10.30am in the IT Boardroom –C Block.

Members Present:

1. Mr. Balaji Gunasekaran
2. Dr. Sountharraj
3. Mrs. Manjula
4. Mrs. Sasikala
5. Mr. Prasanth
6. Mrs. Jothi
7. Ms. Madhu Dharani
8. Ms. Kuzhalvizhi
9. Ms. Swetha
10. Ms. Poorna Divya
11. Ms. Eunice Renita

1. Welcome Note:

The welcome address was given by Ms. Poorna Divya (Communication Trainer)

2. Leave of Absence:

Nil

3. Agenda:

- Conducted and coordinated a review of the organization of all files and the "Quantitative Aptitude, Logical Reasoning and Verbal" course book for incoming II-UG students.
- Discussed the placement orientation presentation for the upcoming II-UG students. Finalized the faculty timetables and standardized the syllabus requirements for the aptitude staff members.

- Outlined the summer training agenda, with specific focus on student enrollment numbers, program duration, and curriculum details.
- Scheduled the dates and timing for the "Grammatical and Soft Skills" sessions tailored for third-year undergraduate (III-UG) students.
- Defined and designated specific roles and responsibilities for every trainer to ensure smooth work environment.

Roles and Responsibilities of the trainers:

S. No	Name	Responsibilities Assigned
1	Dr. A. C. Sountharraj	In charge of Technical training, Internal Audit
2	Mrs. D. Manjula	Commerce Placement Stream Coordinator, In charge of Commerce Database and Offer Letters, Materials, IQAC/ NAAC and Summer Training, Testimonial and feedback.
3	Mrs. S. Sasikala	Computer Science, Life Science Placement Stream Coordinator, In charge of CS & LS Database and Offer Letters, In charge of Drive Attendance, Testimonial and feedback
4	Mr. S. Prasanth	In charge of Aptitude Buster II & III UG Database & Process, Class Test Questionnaires, Exam Coordinator, Timetable and Website Volunteer arrangement
5	Mrs. G. Jothi	In charge of Company Questionnaires.
6	Ms. R. Madhu Dharani	In charge of Drive Attendance and Class Assignment Reports.
7	Ms. M. Kuzhalvizhi	In charge of Company Questionnaires and Notice Board.
8	Ms. S. Eunice Renita	All the Stream (CS, CM, LS) Communication Coordinator, In charge of Communication Schedule and Attendance, Annual Newsletter, MOM and Attendance.
9	Mrs. P. Anitha	In charge of Activities Arrangement, Circular In-Out, Master database UG & PG, Offer updates, NIRF details, Follow ups with Communication Trainer & Stream Coordinators.


(Balaji Gunasekaran)

HoD


(Dr. S. Saravanan)

Principal