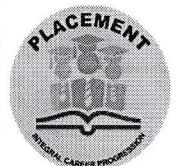


Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(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
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CENTER FOR TRAINING AND PLACEMENT

Minutes of Meeting AY 2025-26 - 1

Date: 28.05.25

Time: 10.30 am

I. Opening Statement: The meeting was presided over by the Placement Officer Mr. Balaji Gunasekaran. Briefly, this meeting covered a few directives and parameters.

II. List of Members Present: 13

III. List of Members Absent: 0

IV. Agenda:

- To fabricate the awareness among students about the importance of placement classes.
- To discuss the placement policies and guidelines that have to be followed by the students and trainers.
- To finalize the time table and syllabus for the I and II UG students.
- To issue the questionnaires of Aptitude for Skill Enhancement-I.
- To conduct Technical and QALR training for III – UG (Team Java) students.
- To schedule Communication Training for III – UG students.
- To refine QALR materials and handle classes for II – UG students and updation of it in the Google Classroom.
- To initiate and handle Communication classes for I-UG students.
- To update the percentage of the students in the Placement Registration Database which will be sent in the II-year to the students.
- Platforms to conduct Placement Eligibility Test (PET) for Placement Registered students and other details regarding it were notified.

- Aptitude Buster usage for Skill Enhancement 2 (ARVT), practice and mock tests were discussed.
- To update the profile of the trainers on the website.
- Arrangement for Trainings and Drives were discussed.

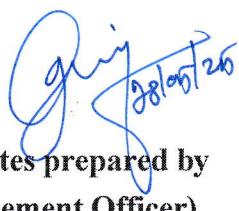
V. Briefly summarize the points/decisions made:

- Students are required to adhere strictly to the rules and regulations, like dress code, during any placement activities.
- To cultivate students' understanding regarding the crucial role of placement preparation classes. To delineate the placement policies and guidelines that necessitate strict adherence by both students and trainers.
- An orientation class will be handled by the Aptitude Trainers for the II-UG students on the first day of the Aptitude class.
- QALR timetables, syllabus and materials for II-UG were issued to the trainers and students. Finalization of the timetables, syllabus and materials of ARVT for I, II, III-UG students.
- To prepare the Aptitude questionnaires of Skill Enhancement-I for II-UG students.
- Participation in Team Java for III-UG students by clearing a technical assessment conducted by technical trainers is extended to students who possess advanced technical skills. ARVT training will be conducted for these students.
- To schedule Communication training and refining of the syllabus for III-UG Placement registered students and handle Communication training (Speaking) for I-UG students.
- Placement registered students (III-UG) would be instructed to undertake an assessment online via Aptitude Buster (i.e.) Placement Eligibility Test (PET) to scrutinize their performance in both Quantitative Aptitude and Verbal part.
- Students should be notified about the platforms like Aptitude Buster and Google Classrooms which are used for training purposes. They can also use these platforms to undertake practice and mock tests.

Roles and Responsibilities of the trainers:

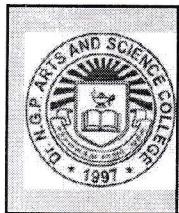
S. NO	NAME	RESPONSIBILITIES ASSIGNED
1	Mr. Sountharraj	Technical and Google Classroom Coordinator
2	Mrs. Manjula	Commerce Placement Stream Coordinator, Commerce Stream Database, In charge of IQAC/NAAC/NIRF Ranking, Summer Training and Offer Letters.
3	Mrs. Sasikala	Life Science Placement Stream Coordinator,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

Minutes prepared by
(Placement Officer)



Minutes approved by
(Principal)





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Placement
2025-26

CENTER FOR TRAINING AND PLACEMENT

21-11-25

Meeting Notice

This is to inform you that the 2nd meeting of the Center for Training and Placement is scheduled to be held on 21-11-25 at 10.30am in the IT Boardroom - C Block. Kindly make it convenient to attend the meeting.

Agenda

1). Items of the agenda to be discussed.

Item 1: I-UG Training

1.1 To discuss Communication Classes for Commerce Stream students.

Item 2: II-UG Training

2.1 To frame the syllabus and materials for Aptitude and Reasoning classes.

2.2 To examine Timetables for Quantitative Aptitude and Logical Reasoning classes.

2.3 To schedule the dates of Assignments, Quizzes, Internal and Model tests and prepare questionnaires.

2.4 To discuss the Reports of the Assignments and Results of Quizzes and Internals.

2.5 To discuss the issuance and submission of Placement Registration Forms.

2.6 To formulate Communication Assessment (Writing) via Aptitude Buster for Placement Registered students.

2.7 To discuss the Summer Training Agenda.

Item 3: III-UG Training

3.1 To formulate Communication Training logistics for Placement Registered students and to provide Company based Soft Skills Training.

3.2 Discussion regarding the training for Team Java students.

Item 4: Drives

4.1 To coordinate scheduling and venues of drives.

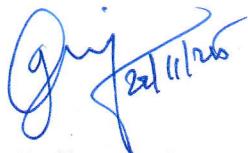
4.2 To educate the students regarding drive and conduct an orientation.

Item 5: General

5.1 To ensure attendance is recorded for all placement activities.

5.2 Collect the job offer letters from either the companies or the students.

5.3 To make a report for every activity that happens.



(Balaji Gunasekaran)

HoD



(Dr. S. Saravanan)

Principal

- The minutes of the 2nd meeting of the Center for Training and Placement is scheduled to be held on 21-11-25 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. Sowmya
8. Ms. Madhu Dharani
9. Ms. Kuzhalvizhi
10. Ms. Swetha
11. Ms. Poorna Divya
12. Ms. Eunice Renita

Agenda:

1. Welcome Note

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

2. Leave of Absence

Nil

3. Approval and Adoption of Minutes of the Previous Meeting

The first Minutes of Meeting for the odd semester was Read and Approved

4. Action Taken Report (ATR)

- The placement policies and guidelines have been formally discussed and the digital copies disseminated to the students of the Second Year Undergraduate (II-UG) program.
- All training sessions and classes were conducted precisely according to the established timetables. The stipulated syllabus for both communication and aptitude modules was adhered to strictly, and all sessions were executed without disruption.

- Furthermore, reports detailing the marks for assignments and quizzes were periodically distributed to the students, enabling them to assess their progress and competency levels.
- Successful updation of students' percentage in the Placement Registration Database which was sent during the commencement fourth semester.

5. Agenda

Item 1: I-UG Training

1.1 Communication Trainers from Placement Cell are holding communication classes for the I-UG Commerce Stream students during the Communication Enhancement Program hour at 314-A Block. It mainly focuses on Speaking.

Item 2: II-UG Training

2.1 Syllabus and material preparation for the remaining units of 4th semester were to be done by the Aptitude trainers for classes.

2.2 Aptitude trainers are deployed to the II-UG classes to conduct Quantitative Aptitude and Logical Reasoning for 60 hours.

2.3 To fix the time and date for Quizzes, Internals and Model tests and venues for it were pre-planned. For all these components, questions will be taken by the Aptitude Trainers on their own. Each of these details is maintained in a separate Google sheet and the sheet will be shared with all Heads of the Departments.

2.4 Checking of the reports for the assignments and results of the students were intimated by the Aptitude Trainers. Moreover, updating in the Google sheet and the same will be shared with all Heads of the Departments.

2.5 To discuss the issuance and submission dates for the placement registration form and to ensure staff members strongly emphasize the expectations and requirements of recruiting companies to the students.

2.6 To discuss the plan for conducting communication assessments(writing) utilizing the Aptitude Buster platform and the speaking assessments. The venues and the dates for both of these were also arranged.

2.7 To discuss the summer training agenda, specifically addressing the total number of students and the duration of the training period.

Item 3: III-UG Training

3.1 Setting dates and time that work for Communication Training (Grammatical and Soft Skills) for III-UG students.

3.2 Simultaneously, Aptitude and Java training has been provided for Team Java students.

Item 4: Drives

4.1 Drives and the corresponding pedagogical requirements for III-UG students were deliberated.

4.2 To educate students about the company and an orientation to be done by the Communication trainers for all the drives.

Item 5: General

5.1 Mandate the meticulous and timely updating of attendance records for all activities relevant to the placement process.

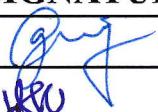
5.2 Ensure the systematic collection of official offer letters from either the recruiting organizations or the successful student candidates.

5.3 Generate comprehensive activity reports detailing the execution and outcomes of all conducted events.

6. Vote of Thanks

The vote of thanks was given by Ms. Poorna Divya (Communication Trainer)

Signatures of Members:

S.NO	NAME	DESIGNATION	SIGNATURE
1	Mr. Balaji Gunasekaran	HoD	
2	Dr. Sountharraj	Technical Trainer	
3	Mrs. Manjula	Aptitude Trainer	
4	Mrs. Sasikala	Aptitude Trainer	
5	Mr. Prasanth	Aptitude Trainer	
6	Mrs. Jothi	Aptitude Trainer	
7	Ms. Sowmiya	Aptitude Trainer	
8	Ms. Madhu Dharani	Aptitude Trainer	
9	Ms. Kuzhalvizhi	Aptitude Trainer	
10	Ms. Swetha	Aptitude Trainer	
11	Ms. Poorna Divya	Communication Trainer	
12	Ms. Eunice Renita	Communication Trainer	
13	Mrs. Anitha	Placement Coordinator	