



Dr. N.G.P. ARTS AND SCIENCE COLLEGE (AUTONOMOUS)

Affiliated to Bharathiar University, Coimbatore, Accredited by NAAC,
included under 2(f) & 12B of UGC Act.1956.

Dr. N.G.P. – Kalapatti Road, Coimbatore – 641 048.

Department Meeting Minutes

Date :06.02.2015
Time :3.15PM
Venue :Training and Placement Cell
No of members Present:7

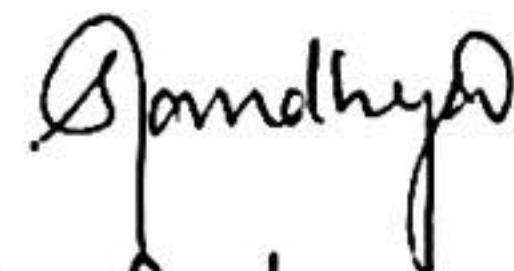
S.No	Topic	Discussion in the following classification	Action Taken & Follow up	Responsible Person
1.	Aptitude Training	It was decided to ensure rigorous and comprehensive preparation with the assignments and follow up of previous classes	All staffs are instructed to prepare course content and work with techniques that are appealing to different learning abilities of students.	MrsN.Geetha,Ms.M.Sandhya,Mr Prem Kumar,MsHerlin,
2.	Communication Training	It was discussed that communicative training is provided for all students starting from first year. The cell arranges training programmes like Mock Interviews, Group Discussions and other communication-based activities.	Faculties were asked to prepare students from the beginning of the communication training so that the students are under less pressure during interviews. This initial training will make students feel more confident on the day of campus placement.	MsFabin and Ms Sindhu
3.	Company Specific Training	The main purpose of training is to teach students the basics of effective workplace skills.	At the end of the training, the students are able to understand the importance and benefits of workplace skills and enhance their Aptitude and communication skills by making use of all the	MrsN.Geetha, Ms.M.Sandhya, Mr Prem Kumar, MsHerlin, MsFabin and Ms Sindhu

			classroom activities.	
4.	Rep Selection	Students' representatives were decided to be selected so that they can coordinate with their peers and foster performance among their department participation in campus placement	Selection based on various screening rounds was planned by the Placement Officer.	Mr Balaji Gunasekaran
5.	Schedule of Off Campus and On Campus	events were organized with the continuous and endearing support of both the Placement Officer and Visiting companies and corporates.	Briefing on forthcoming campus interviews were discussed with the staff to ensure students were well prepared to face interviews	Mr Balaji Gunasekaran
6.	Summer Training	Summer training is an integral part of the Placement Training and is aimed at making students prepared for getting acquainted with the workplace.	A week-long training session was planned to be organized before college could reopen for the prospective graduates.	Mr Balaji Gunasekaran Mrs N. Geetha, Ms. M. Sandhya, Mr Prem Kumar, Ms Herlin, Ms Fabin and Ms Sindhu

Signature of the members Present:


1. Mr Balaji Gunasekaran

2. Mrs N. Geetha 

3. Ms. M. Sandhya 

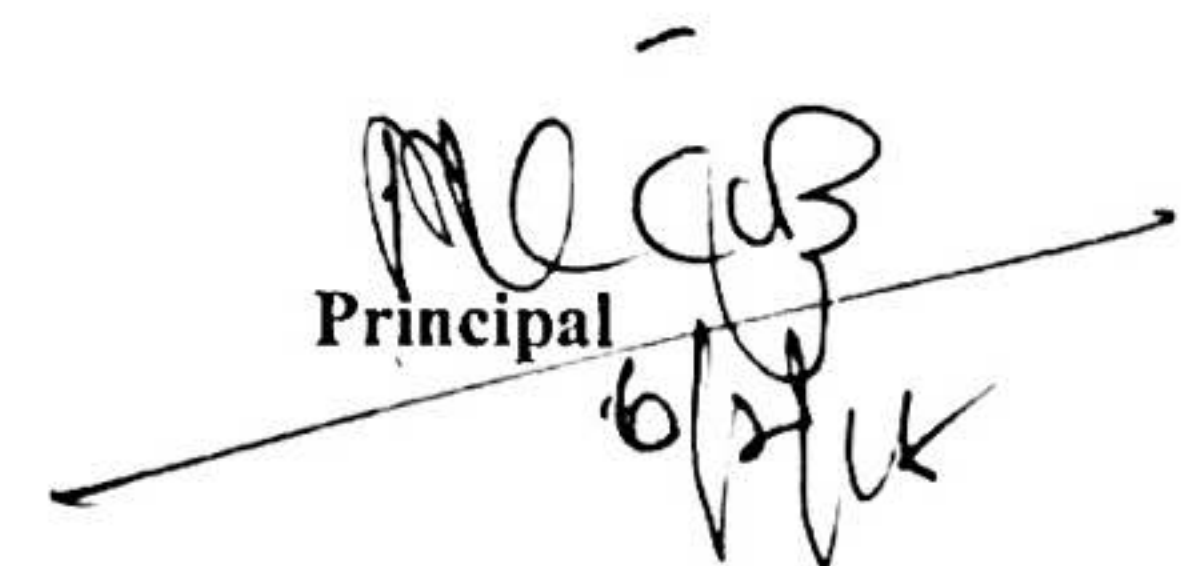
4. Mr Prem Kumar 

5. Ms Herlin 

6. Ms Fabin 

7. Ms Sindhu 


HOD


Principal