



Dr. N.G.P. ARTS AND SCIENCE COLLEGE
An Autonomous Institution Affiliated to Bharathiar University
Re – Accredited by NAAC with ‘A’ Grade
COIMBATORE – 641 048.

Department Meeting Minutes

Date : 03.02.2016
Time : 3.15 PM
Venue : Training and Placement Cell
No of members Present: 07

S.No	Topic	Discussion in the following classification	Action Taken & Follow up	Responsible Person
1.	Aptitude Training	To encourage students in managing time limits and using short cut methods to reduce the difficulty throughout the Aptitude tests.	Aim is to put the candidate under pressure and try to understand what their maximum level of performance is. ... Aptitude tests are often used by employers as part of a selection process for a job.	MrsN.Geetha,Ms.M.Sandhya,Mr Prem Kumar,MsHerlin,
2.	Communication Training	Aim is to look at the different methods of professional communication and explain why it's so important to understand and master how students communicate in the workplace.	Oral Communication, Written Communication, Non-Verbal communication	MsFabin, Ms Sindhu, MsHerlin
3.	Company Specific Training	To ensure that the training programs are essential for students to sharpen their skills and secure placement in some of the best industries	Faculty are to be thoroughly oriented to understand the process and prepare students to face both Aptitude and	MrsN.Geetha, Ms.M.Sandhya, Mr Prem Kumar, MsFabin and Ms Sindhu, MsHerlin

			Communicative rounds of selection	
4.	Rep Selection	Student representative will be selected by the Placement Officer, personal interviews and assessments are conducted to select the most suited candidate	The key role of the Class Representative is to assist communication between staff and students.	Mr Balaji Gunasekaran
5.	Schedule of Off Campus and On Campus	Events were organized with the continuous and endearing support of both the staff and students	Briefing on forthcoming campus interviews were discussed with the staff to ensure students were well prepared to face interviews	Mr Balaji Gunasekaran MrsN.Geetha, Ms.M.Sandhya, Mr Prem Kumar, MsFabin and Ms Sindhu, MsHerlin
6.	Summer Training	The Summer Training program is designed in such a way that the students are engaged with alumni students to understand the actual skills that would give them the potential to thrive in the workplace.	Summer Training includes Interview preparation skills, GD sessions, Aptitude Training, Personality Development	Mr Balaji Gunasekaran & MrsN.Geetha, Ms.M.Sandhya, Mr Prem Kumar, MsFabin and Ms Sindhu, MsHerlin

Signature of the members Present:


1. Mr Balaji Gunasekaran

2. MrsN.Geetha 

3. Ms.M.Sandhya 


4. Mr Prem Kumar 

5. MsHerlin 

6. MsFabin 

7. Ms Sindhu


HoD


Principal
