



Dr. N. G. P. ARTS AND SCIENCE COLLEGE
(An Autonomous Institution - Affiliated to Bharathiar University)
(Re - Accredited by NAAC with "A" Grade)
Dr. N. G. P. – Kalapatti Road, Coimbatore – 641 048.

Department Meeting Minutes

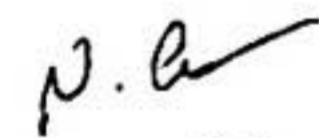
Date : 18.02.2017
Time : 3.15 PM
Venue : Training and Placement Cell
No of members Present: 08


S.No	Topic	Discussion in the following classification	Action Taken & Follow up	Responsible Person
1.	Aptitude Training	Faculty were informed to advise students to take the Aptitude Test seriously and practice giving timed tests and solving maximum questions in the given time limit to make it through various interview rounds.	sample aptitude test question and previous year question papers should be practiced frequently	MrsN.Geetha,Ms.M.Sandhya,Mr Prem Kumar,MsHerlin,
2.	Communication Training	To train students at all levels using activity based Teaching and Interactive sessions	Students were further trained on Small group discussions, Case studies, Role-playing,Ted Talks,	MsFabin, Ms Sindhu, MsHerlin,Dr Roweena B D'coutho
3.	Versant Training	A separate English Training Platform for Final Year students was planned, software installation and orientation was also scheduled for the same.	Classes were conducted in the Cisco Lab by Dr Roweena	Mr Balaji Gunasekaran, Dr Roweena B D'coutho
4.	Company Specific Training	Training programmes specially tailored to meet company requirements has to planned well in advanced rather than last minute preparation	Question banks and Practice Test papers has to be submitted to the student coordinator well in advance	MrsN.Geetha, Ms.M.Sandhya, Mr Prem Kumar, MsFabin and Ms Sindhu, MsHerlin
5.	Representative Selection	It was decided that by the Placement Officer that Student Representatives were to be selected and screened for the current year.	Orientation was given to students, informing them of their roles and responsibilities as	Mr Balaji Gunasekaran

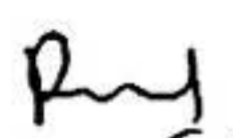
			student Representatives.	
6.	Schedule of Off Campus and On Campus	A Brief Overview of Off-Campus and On-Campus Placement and the benefits of both were discussed by the Placement Officer	The Placement Officer advised faculty to prepare students to explore their interests, , specialize in it and get hands-on experience before commencement of the drives.	Mr Balaji Gunasekaran MrsN.Geetha, Ms.M.Sandhya, Mr Prem Kumar, MsFabin and Ms Sindhu, MsHerlin
7.	Summer Training	The summer Training Time table was to be submitted to the student coordinator ahead of the summer vacation	Faculty were advised to contact the alumni students to discuss the availability for the Summer Training Programme.	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 

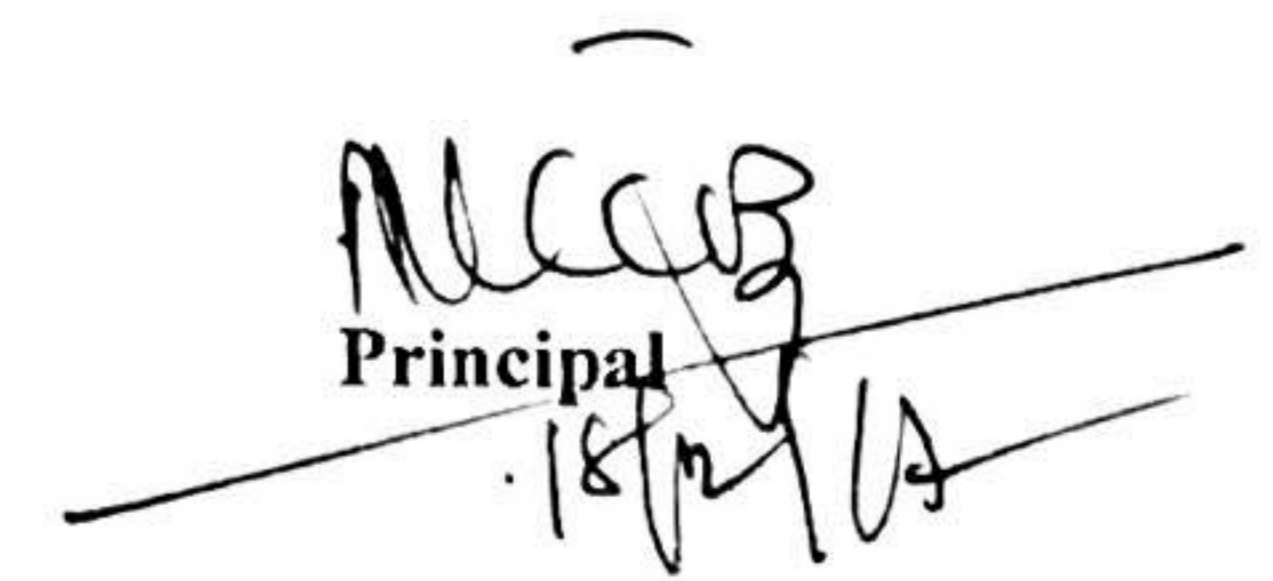
5.MsHerlin 

6.MsFabin 

7.Ms Sindhu 

8.Dr Roweena B Douto 


HoD


Principal
18/12/17