	<p align="center">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 (2nd Cycle) Dr. N.G.P.-Kalapatti Road, Coimbatore-641 048, Tamil Nadu, India. Website: www.drngpasc.ac.in Email: info@drngpasc.ac.in. Phone: +91-422-2369100</p>	<p align="center"><u>CT&P</u></p> <hr/> <p align="center"><u>AY 2022 -23</u></p>
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Date: 01.02.2022


Center for Training and Placement

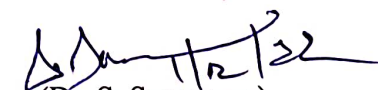
It is proposed to convene the Center for Training and Placement meeting on 02.02.2022 at 01:30 PM in the Board room.

The following is the agenda for the meeting:

1. Database- In charges for Stream Categories
2. Activity File
3. Website In charge
4. Placement Registration hard Copy
5. Feedback Form
6. Minutes and Newsletter In charge
7. Time Table
8. Placement Training Schedule
9. Internal Examination
10. Placement Quit letter
11. Placement OD letter

All the committee members are requested to attend the meeting without fail.


 (Mr Balaji Gunasekaran)
 Placement Officer


 (Dr. S. Saravanan)
 Dean Administration



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CT&P

AY 2022 -23

Name of the Center : Center for Training and Placement

Academic Year : 2022-2023

Meeting No. : 1

Date & Time : 02-02-2022, 01:30 PM

Venue : Board Room

MINUTES OF THE MEETING

The Center for Training and Placement meeting was held on.02.02.2022 at 01.30 pm in the Board Room.


Meeting Chair: **Prof. Dr. V. Rajendran, Principal**

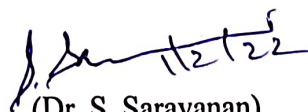
The following members were present

1. Dr Roweena B D'couto
2. Ms Priyanka P
3. Ms Manjula D
4. Mr Gerald Arul Raj
5. Ms Sasikala S
6. Ms Kohila S

The following agenda is discussed in the meeting:

Agenda	Decision Taken
Database- In charges for Stream Categories	Commerce Steam Co-ordinator - Mrs Manju and to support Ms Kokila Computer Science Steam Co-ordinator -Mr Gerald Life Science Steam Co-ordinator - Ms Sasi and to support Dr Roweena Data base to be collected
Activity File	Ms Manjula and Dr Roweena
Website In charge	Mr Gerald Arul Raj
Placement Registration hard Copy	All staff going for 2 nd Years
Feedback Form	Needs to be collected by Database In charges and other staff to support as soon as drive /Training/Orientation is completed on the same day
Minutes and Newsletter In charge	Dr Roweena and the new staff to support
Time Table	Ms Priyanka and Ms Sasi
Placement Training Schedule	Mrs Manjula D
Internal Examination	Mr Gerald& Ms Kokila
Placement Quit letter	Needs to be verified by the concerned staff and then only forwarded to Placement Officer
Placement OD letter	For Internship the signing authority will be Principal

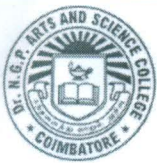

 (Mr. Balaji Gunasekaran)
 Placement Officer


 (Dr. S. Saravanan)
 Dean Administration

List of Committees members participated:

S.No	Names	Designation
1	Dr. S. Saravanan	Dean Administration
2	Mr. Balaji Gunasekaran	Placement Officer
3	Dr Roweena B D'coutho	CommunicativeTrainer
4	Ms Priyanka P	Aptitude Trainer
5	Ms Manjula D	Aptitude Trainer
6	Mr Gerald Arul Raj	Aptitude Trainer
7	Ms Sasikala S	Aptitude Trainer
8	Ms Kohila S	Aptitude Trainer


(Prof. Dr. V. Rajendran)
Principal



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AY 2022 -23

Date: 03.06.2022

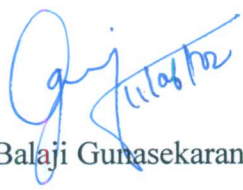
Center for Training and Placement


It is proposed to convene the Center for Training and Placement meeting on 03.06.2022 at 12:00 pm in the Board room.

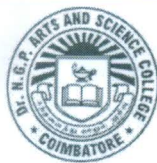
The following is the agenda for the meeting:

1. Database- In charges for Stream Categories
2. Activity File
3. Website Company logo & offer list update
4. Placement Registration hard Copy
5. Feedback & Testimony Form
6. Minutes and Newsletter In charge
7. Time Table
8. Placement Training Schedule
9. Internal Examination
10. Offer Letter
11. Newsletter
12. Time table
13. NIRF/Ranking
14. Annual Report
15. IQAC
16. Circular IN - OUT
17. Activities Arrangements
18. Summer Training (Aptitude and Communication)

All the committee members are requested to attend the meeting without fail.


(Mr Balaji Gunasekaran)
Placement Officer


(Dr. S. Saravanan)
Dean Administration



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AY 2022 -23

Name of the Center : Center for Training and Placement
Academic Year : 2022-2023
Meeting No. : 2
Date & Time : 03-06-2022, 12:00 pm
Venue : Board Room

MINUTES OF THE MEETING

The Center for Training and Placement meeting was held on.03.06.2022 at 12:00 pm in the Board Room.

Meeting Chair: **Prof. Dr. V. Rajendran**, Principal

The following members were present

1. Dr Roweena B D'couth
2. Ms Manjula D
3. Mr Gerald Arul Raj
4. Ms Sasikala S
5. Mr Prashanth
6. Ms Keerthi P

The following agenda is discussed in the meeting:

S.No.	Work Allotted Stream Wise	Name of the Staff	Nature of Work	Responsibility Assigned	Responsibility Assigned	Responsibility Assigned	Nature of Work to be carried out	Nature of Work to be carried out
1	Life Science	Mrs.Sasikala	Database update to date	Exam Coordinator	Feedback/testimony	Offer letters	NIRF/Ranking	
		Dr.Roweena	Database update to date	Communication Classes	Newsletter	MOM	Annual Report	Website overall content
2	Computer Stream	Mr.Gerald	Database update to date	Activity coordination	Feedback Testimony	Offer letters	Summer Training	Attendance
		Mr.Senbagaraj	Database update to date	Activity coordination	Feedback Testimony	Offer letters	Time Table	Placement Registration form
3	Commerce	Mrs.Manjula	Database update to date	IQAC	Feedback Testimony	Offer letters	Summer Training	Activity list
		Mr.Prashanth	Database update to date	Activity coordination	Feedback Testimony	Offer letters	Congratulations	Website, Company logo & offer list update
4	Placement	Ms.Keerthi	Circular IN - OUT	Activity List	Activities Arrangements	Offer letters	Congratulations	Attendance

(Mr. Balaji Gunasekaran)

Placement Officer

(Dr. S. Saravanan)

Dean Administration

List of Committees members participated:

S.No	Names	Designation
1	Dr. S. Saravanan	Dean Administration
2	Mr. Balaji Gunasekaran	Placement Officer
3	Dr Roweena B D'coutho	Communicative Trainer
4	Ms Manjula D	Aptitude Trainer
5	Mr Gerald Arul Raj	Aptitude Trainer
6	Ms Sasikala S	Aptitude Trainer
7	Mr Prashanth	Aptitude Trainer
8	Ms Keerthi P	Student & Activity Coordinator


(Prof. Dr. V. Rajendran)
Principal