



MAR BASELIOS CHRISTIAN
COLLEGE OF ENGINEERING & TECHNOLOGY
KUTTIKKANAM, PEERMADE

**MINUTES OF TRAINING AND PLACEMENT DEPARTMENT
MEETING**

Date: 07/08/2015

A meeting of the Training and Placement Cell (SCRIPT) Coordinators were held in the Conference Hall on 07th August 2015 at 3.00 PM.

Present:

Sl.No	Name	Designation	Signature
1	Arjun Hari M	Placement Manager	
2	Pradeep P Mathew	CSE Department	
3	Manikandan S	ME Department	
4	Anju Anna	AEI Department	
5	Lijosh Mathews	ECE Department	
6	Dhanies J Dhanam	CE Department	
7	Anoop Joy	EEE Department	

The coordinator, Arjun Hari M, welcomed the members to the first meeting of the Training and Placement Cell (SCRIPT) for the academic year 2015-2016.

1. Approval of Agenda:

Accepted.

2. SCRIPT Structure:

The composition of SCRIPT was discussed. The Principal Dr. Pradeep. C had highlighted the roles and responsibilities of individuals.

The following SCRIPT was approved by the Local Management Committee.

The internal members from department were selected based on their experience, nature of working, expertise in their field etc. Composition of SCRIPT is as follows:

1. Arjun Hari. M - Placement Manager
2. Pradeep P Mathew - Staff Coordinator CSE Department
3. Manikandan S - Staff Coordinator ME Department
4. Anju Anna - Staff Coordinator AEI Department
5. Lijosh Mathews - Staff Coordinator ECE Department
6. Dhanies J Dhanam - Staff Coordinator CE Department
7. Anoop Joy - Staff Coordinator EEE Department
8. Siby Paul - Student Coordinator AEI Department
9. Roshy Babu - Student Coordinator CSE Department
10. Sharon Joseph - Student Coordinator ECE Department
11. Akhil J Punnose - Student Coordinator CE Department

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12. Akhil Muraleedaran - Student Coordinator EEE Department

13. Vibin Ninan Titus - Student Coordinator ME Department

3. Placements for the academic year:

It was decided to form various clubs in the college, so that it initiates the ability if students to speak in English, which can help them to perform well in placement drives.

4. Placement Strategies:

Training of the trainers will be conducted for the selected student candidates from all branches. The students must have a skill in being a leader and will be entrusted to lead the students in their class. The session will be handled by someone who has good experience in the industry and whom itself is a leader.

5. Training activities:

Below is the list of activities planned to be done for this year.

- Aptitude and soft skill training for 2nd years and 3rd years by getting proposal from companies.
- Aptitude and soft-skill training for final year students to be done by outside training company resume building and group discussion to be done for final years by placement trainer and supporting staffs.
- Department wise technical training for students.

6. Action taken:

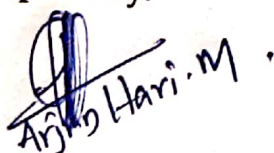
- Planned to appoint a language trainer to improve the language skills of students.

7. Date of next meeting:

The next meeting shall be held in next semester.

Meeting ended at 04:30 PM with the approval of the Placement Manager.

Prepared by:


Arjun Hari. M.

Placement Manager

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**MINUTES OF TRAINING AND PLACEMENT DEPARTMENT
MEETING**

Date: 02/04/2016

A meeting of the Training and Placement Cell (SCRIPT) Coordinators were held in the Conference Hall on 02nd April 2016 at 02.00 PM.

Present:

Sl.No	Name	Designation	Signature
1	Dr. Pradeep C	Principal	
2	Arjun Hari M	Placement Manager	
4	Pradeep P Mathew	CSE Department	
5	Manikandan S	ME Department	
6	Anju Anna	AEI Department	
7	Lijosh Mathews	ECE Department	
8	Dhanies J Dhanam	CE Department	
9	Anoop Joy	EEE Department	

The coordinator, Arjun Hari M, welcomed the members to the final meeting of the Training and Placement Cell (SCRIPT) for the academic year 2015-2016.

1. Approval of Agenda:

Accepted.

2. Placement Activities summed up:

- One day orientation programme was arranged for 2015-2019 Batch students.
- Language lab for first year students was conducted.
- Second years have regular period of Aptitude and Soft skills, in which they will come across real life situations and aptitude sessions. Every branch will have one hour per week.
- Placement Preparedness Training programme was conducted. The expert trainer groups conducted these classes as per the prescribed syllabus. This programme was focused on training students in solving logical, quantitative reasoning, general and technical aptitude tests based on companies' requirements.
- One day Training programme on placement orientation was conducted. The expert trainer groups conducted these classes as per the prescribed syllabus.

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- One day Training programme on Resume Building was conducted. The expert trainer groups conducted these classes as per the prescribed syllabus.
- Three companies namely Speridian, Vee Technologies and Sutherland visited the college and recruited our students.

3. Placements for the academic year:

Placement officer announced the placements happened on this year.

#	Branch	No of actual no. of students placed	Total no. of offers made by companies
UG PROGRAMMES			
1	Applied Engineering and Instrumentation	0	3
2	Civil Engineering	4	12
3	Computer Science Engineering	6	28
4	Electronics & Communication Engineering	14	51
5	Electrical & Electronics Engineering	4	7
6	Mechanical Engineering	2	7
Total		30	108
Grand Total for 2016		30	108

Prepared by:


Placement Manager

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