



MAR BASELIOS CHRISTIAN
COLLEGE OF ENGINEERING & TECHNOLOGY
KUTTIKANAM, PEERMADE

**MINUTES OF TRAINING AND PLACEMENT DEPARTMENT
MEETING**

Date: 21/08/2017

A meeting of the Training and Placement Cell (SCRIPT) Coordinators were held in the Conference Hall on 21st August 2017 at 02.00 PM.

Present:

Sl.No	Name	Designation	Signature
1	Dr. Pradeep C	Principal	
2	Arjun Hari M	Placement Manager	
3	Abel George	Asst. Placement Manager	
4	Jyolsna Mary P	CSE Department	
5	Arun Thomas George	ME Department	
6	Neethu Susan Rajan	ECE Department	
7	Mintu Sara George	CE Department	
8	Annu Mary Zacharias	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 2017-2018.

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. Abel George - Assistant Placement Manager
3. Jyolsna Mary P - Staff Coordinator CSE Department
4. Arun Thomas George - Staff Coordinator ME Department
5. Neethu Susan Rajan - Staff Coordinator ECE Department
6. Mintu Sara George - Staff Coordinator CE Department
7. Annu Mary Zacharias - Staff Coordinator EEE Department
8. Febin Antony - Student Coordinator CSE Department

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9. Reethu Varghese – Student Coordinator CSE Department
10. Shelvin James – Student Coordinator ECE Department
11. Aneena Benny – Student Coordinator ECE Department
12. Jesbin Jo Thomas – Student Coordinator CE Department
13. Josmy Maria Jose – Student Coordinator CE Department
14. Sunish Suresh – Student Coordinator EEE Department
15. Arya T R – Student Coordinator EEE Department
16. Akhil Ajay – Student Coordinator ME Department
17. Sreejith S Kumar – Student Coordinator ME Department

3. Placements for the academic year:

The committee suggested to conduct a realistic evaluation about the training needs from the students. It was also discussed about the club activities in the college and the lack of participation from the students. It was also discussed to contact the existing companies to know about the tentative dates on which placement drives can be done. It was also discussed to contact placement managers of various colleges to know about pooled placement drives happening in their colleges.

4. Placement Strategies:

The committee suggested to guide the student coordinators of respective branches, passing the details on job oriented courses which is for the students. It was discussed to take measures to reduce the gap between students and corporates.

5. Training activities:

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

- A language trainer for training students in language lab.
- Aptitude and soft skill training for 2nd years and 3rd years by outside company.
- Aptitude and soft-skill training for final year students to be done by outside training company.
- Technical training for IT interested students.
- Resume building and Group discussion to be done for final years by in house trainers.
- Mock placement day to be done.

6. Action taken:

- As last time on campus placements were mostly focused on non-core jobs, this time the placement team has contacted more core companies.

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7. Date of next meeting:

The next meeting shall be held in next semester.
Meeting ended at 03:30 PM with the approval of the Principal.

Prepared by:

Abel George

Placement Manager



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MINUTES OF TRAINING AND PLACEMENT DEPARTMENT MEETING

Date: 13/04/2018

A meeting of the Training and Placement Cell (SCRIPT) Coordinators were held in the Conference Hall on 13th April 2018 at 03.30 PM.

Present:

Sl.No	Name	Designation	Signature
1	Dr. Pradeep C	Principal	
2	Arjun Hari M	Placement Manager	
3	Abel George	Asst. Placement Manager	
4	Jyolsna Mary P	CSE Department	
5	Arun Thomas George	ME Department	
6	Neethu Susan Rajan	ECE Department	
7	Mintu Sara George	CE Department	
8	Annu Mary Zacharias	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 2017-2018.

1. Approval of Agenda:

Accepted.

2. Placement activities for this year:

- One day orientation programme was arranged for 2017-2021 Batch students.
- Induction training for first year students were done by Cox Solutions. It was a one day training programme with three trainers to handle. Positive attitude, Communication, Body Language and relation with Peers and Teachers, English for Engineers and Self- Confidence, Values and Ethics, being resourceful professionals- Opportunities and employer expectations were explained.
- 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 Training Programme on Soft-skills.
- MBC POT an aptitude test for students was conducted and results were published.

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- Three days 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' requirement.
- One day Training programme on Interview Skills was conducted. The expert trainer groups conducted these classes as per the prescribed syllabus. Two hundred and four students participated for the same.
- Eight Companies namely Systools Software, Spectrum Softech Solutions, Sutherland, Full-Creative, Vettoor Constructions, Thomas Clerry Infrastructures and Developers, Aabasoft Technologies and Petrolink Data Services Pvt. Ltd visited the college and recruited students.

3. Placements for the academic year:

Placement Officer announced the placement details for this year.

#	Branch	No of actual no. of students placed	Total no. of offers made by companies
UG PROGRAMMES			
1	Civil Engineering	8	13
2	Computer Science Engineering	8	32
3	Electronics & Communication Engineering	7	32
4	Electrical & Electronics Engineering	4	14
5	Mechanical Engineering	1	7
Total		28	98
PG PROGRAMMES			
1	Computer Science & Engineering	0	0
2	Communication Engineering	0	0
Total		0	0
Grand Total for 2018		28	98

Prepared by:

(Signature)
Abel George
Placement Manager

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