

CAREER DEVELOPMENT CELL

Vishwavidyalaya Engineering College, Lakhanpur, Ambikapur
(A Constituent College of Chhattisgarh Swami Vivekanand Technical University, Bhilai)
Meeting Report Dated 06.04.2020

Meeting Agenda

Date 06.04.2020

Time - 01:00PM to 02:00PM through ZOOM Video Conferencing

- 1) To identify companies for campus placement.
- 2) To identify companies/industries for student internship opportunities. (External Training)
- 3) To identify companies/industries/faculties for student's internal internships (Internal training)
- 4) To groom students from external experts. (Internal training)
- 5) To conduct mock interview sessions for students. (Internal training)
- 6) Soft skill training
- 7) To identify dynamic students from each dept and to endorse only them for placements. (by respective dept. faculty coordinator)

MINUTES OF MEETING

In view of COVID-19 and observing total lock down in the entire country, Dr. R. N. Khare, Principal, VEC, Lakhanpur has called a CDC meeting which was scheduled on 06TH of April 2020, Time 01:00PM to 02:00PM via zoom video conferencing. The meeting was headed by Dr. R. N. Khare as a Chairman of the committee. The meeting was attended by following faculty members –

1. Dr. R. N. Khare, Principal, VEC, Lakhanpur
2. Dr. Ketan Chourasia, Faculty in-charge, CDC, VEC, Lakhanpur
3. Mr. Nirvikar Gautam, Faculty In-Charge, Training (External)
4. Mr. maheedhar Dubey, Faculty In-Charge, Internship.
5. Mrs. Jasmin Minj, Faculty In-Charge, Training (Internal)
6. Mr. M. R. Mamdikar, Assistant Prof., Computer Science Engineering.

As per the discussion on prescheduled agenda and instruction received from Principal Sir, following points have been noted for further action –

1. For the smooth running of CDC and to bring best opportunity for students it is necessary to extend CDC committee with new members, name are as follows –
 - a. Dr. Robin Thomas, Faculty In-Charge, Placement Cell
 - b. Mr. Piyush Rai, Faculty In-Charge, Corporate Communication.
 - c. Mr. Kamlesh Ratre, Faculty In-Charge, Innovation & Entrepreneur.

Above all faculty will take their respective charge from the same day i.e. 06.04.2020.

2. To identify companies for campus placement. (Agenda 01)

Faculty incharge of placement cell should sort out at least 20 companies (medium to small level) for each branch so that at least 100 placement invitation can be made for further campus placements activity.

3. To identify companies/industries for student internship opportunities. (Agenda 02)

Faculty incharge of internship cell should sort out at least 50 companies so that our 50% of our students can accommodate for internship.

4. **To identify companies/industries/faculties for student's internal internships (Agenda 03)**
Faculty incharge of internal/external training should identify in-house faculty member and to reach out those faculty members/experts who can give internal training to the students.
5. **To groom students from external experts. (Internal/external training) (Agenda 04)**
Faculty incharge of internal/external training should identify external/internal expert from industries/colleges/institute for career counselling/motivational class/mock interview session/communication skill training or online lecture courses that may be through NPTEL, NEAT-AICTE, COUSERA, etc.
6. **To conduct mock interview sessions for students. (Internal training) (Agenda 05)**
As per agenda 04.
7. **Soft skill training (Agenda 06)**
As per agenda 04
8. **To identify dynamic students from each dept and to endorse only them for placements. (by respective dept. faculty coordinator) (Agenda 07)**
All respective departmental TPO coordinator are requested to identify good and laborious students form their respective department.
9. Mr. M. R. Mamdikar will make his all necessary effort to update college website with TPO page given to him.

Work assigned to respective faculty in-charge			
Sr.No.	faculty in-charge	Work assigned	Remarks
1.	Mr. Nirvikar Gautam, Faculty In-Charge, Training (External)	<ol style="list-style-type: none"> 1. To prepare CDC details for website updation. 2. To identify dynamic students from Mech Engg dept and to endorse only them for placements. (by respective dept. faculty coordinator) (Agenda 07) 3. To groom students from external experts. (Internal/external training) refer point 5 	
2	Mr. Maheedhar Dubey, Faculty In-Charge, Internship.	<ol style="list-style-type: none"> 1. To prepare invitation letter for companies. 2. To prepare list of companies with their HR contact details. 3. To identify dynamic students from Elect. Engg dept and to endorse only them for placements. (by respective dept. faculty coordinator) (Agenda 07) 	<ol style="list-style-type: none"> 1. Firstnaukri.com https://forms.gle/gegDUeNpfaSwtW2u5 (This form is only for training and placement department; please do not share with students) 2. Internshala.com (plz check the website- 143 students have been registered. Try register more students.)

3	Mrs. Jasmin Minj, Faculty In-Charge, Training (Internal)	<ol style="list-style-type: none"> 1. <i>(Plz refer point 4, 5, 6 and 7)</i> 2. <i>To identify dynamic students from CSE dept and to endorse only them for placements. (by respective dept. faculty coordinator)</i> (Agenda 07)	
4.	Dr. Robin Thomas, Faculty In-Charge, Placement Cell	To identify companies for campus placement. (Agenda 01) (Plz refer point 1)	
5.	Mr. Piyush Rai, Faculty In-Charge, Corporate Communication.	To identify at least 05 companies for MOU regarding internship/training/industrial training.	
6.	Mr. Kamlesh Ratre, Faculty In-Charge, Innovation & Entrepreneur	To make list of students who have any innovative ideas and to motivate students for the same.	
7.	Mr. M. R. Mamdikar, Assistant Prof., Computer Science Engineering.	To upload CDC details on college website.	

Dr. Ketan Chourasia
Faculty In-Charge, CDC
VEC, Lakhanpur