

CAREER DEVELOPMENT CELL

Vishwavidyalaya Engineering College, Lakhanpur, Ambikapur
(A Constituent College of Chhattisgarh Swami Vivekanand Technical University, Bilai)

Meeting Scheduled on Dated 18.04.2020

Date 18.04.2020

Time - 02:30PM to 03:30PM through ZOOM Video Conferencing

Meeting Agenda

1. To review the compliances of meeting held on date 11.04.2020
2. To review quarterly action plan of each faculty in-charge.
3. To discuss on issues of upcoming online classes and to fix its dates.

Minutes of Meeting

In continuation of pandemic situation of COVID-19, the review meeting of CDC was held on date 11.04.2020, under the chairmanship of Dr. R. N. Khare, Principal, VEC, Lakhanpur. Following faculty in-charge were present –

1. Dr. Ketan Chourasia, Faculty in-charge, CDC, VEC, Lakhanpur
2. Mr. Nirvikar Gautam, Faculty In-Charge, Training (External)
3. Mr. maheedhar Dubey, Faculty In-Charge, Internship.
4. Mrs. Jasmin Minj, Faculty In-Charge, Training (Internal)
5. Mr. M. R. Mamdikar, Assistant Prof., Computer Science Engineering.
6. Dr. Robin Thomas, Faculty In-Charge, Placement Cell
7. Mr. Piyush Rai, Faculty In-Charge, Corporate Communication.
8. Mr. Kamlesh Ratre, Faculty In-Charge, Innovation & Entrepreneur.

As per the discussion, following points were noted –

1. As per Principal's instruction, all faculty in-charge have to consult NITRR to prepare their quarterly action plan.
2. It's been instructed to all faculty in-charges to present their work in quantitative manner.
3. All faculty member has been instructed to use their respective departmental letter head for further correspondence instead of using college head letter format.
4. Regarding MOU's with industry, its been suggested to consult NIT's Corporate Communication cell. **(By Mr. P. Rai, Corporate Communication cell)**
5. All CDC events should be published in News Paper. **(By Dr. K. Chourasia, Faculty in-charge, CDC)**
6. To update alumni list. **(By Dr. K. Chourasia, Faculty in-charge, CDC)**
7. To get suggestion from alumni. **(By Dr. K. Chourasia, Faculty in-charge, CDC)**
8. To organise online motivational/personality development/communication skill for students by contacting Mr. Chandri/Mr. Ashish Singhai/Mr. Ashish Gharpure/Mr. Bipin Lunawat. **(By Dr. K. Chourasia, Faculty in-charge, CDC)**
9. To organise conference/workshop on student training cum motivational/personality development/communication skill which may incorporate by other GEC's students also. **(By Dr. K. Chourasia, Mr. N. Gautam and Mr. P. Rai)**
10. To organise webinar based meeting with CDC, NITRR **(By Dr. K. Chourasia, Faculty in-charge, CDC)**
11. To contact with Prof. D. K. Vaidya, IIT Kgp. **(By Dr. K. Chourasia, Faculty in-charge, CDC)**
12. To organise mock interview session for students. **(By Dr. K. Chourasia, Faculty in-charge, CDC)**
13. To prepare CDC report. **(By Dr. K. Chourasia, Faculty in-charge, CDC)**
14. To prepare students for innovation and entrepreneur **(Mr. K. Ratre, Faculty In-charge, Innovation and Entrepreneur Cell)**
15. **This meeting has been rescheduled on 21.04.2020 (Tuesday).**

Dr. K. Chourasia
Faculty in-Charge
Career Development Cell