

CAREER DEVELOPMENT CELL

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

Meeting Report Dated 11.04.2020

Date 11.04.2020

Time - 03:00PM to 04:00PM through ZOOM Video Conferencing

Meeting Agenda

1. To review the compliances of meeting held on date 06.04.2020
2. To interact with newly appointed faculty in-charges.
3. To assigned work for newly appointed faculty in-charges.

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, Faulty 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. To prepare quarterly action plan, which is to be made by individual faculty in-charges of each sections.
2. To conduct webinar based motivational classes for final year students.
3. To register students on online courses/internship portals.
 - a. Firstnaukri.com
<https://forms.gle/gegDUeNpfaSwtW2u5>
 - b. <https://internshala.com>
4. To register students on TATA Steel platform for online courses.
5. To get student registered on **Link: bit.ly/NPTELLIVE - Special Lecture Series**
To join live lecture series session initiated by NPTEL for students starting from 13th april to 19 april 2020.
6. To communicate with companies for MOU's
7. To get student registered on NEAT-AICTE portal for online courses.

Work assigned to respective faculty in-charge			
Sr.No.	faculty in-charge	Work assigned	Compliances
1.	Mr. Nirvikar Gautam, Faculty In-Charge, Training (External)	<ol style="list-style-type: none"> 1. <i>To prepare CDC details for website updation.</i> 2. <i>To identify dynamic students from Mech Engg dept and to endorse only them for placements. (by respective dept. faculty coordinator) (Agenda 07)</i> 3. <i>To groom students from external experts. (Internal/external training) refer point 5</i> 	Complied
			Not Complied
			In Progress
2	Mr. Maheedhar Dubey, Faculty In-Charge, Internship.	<ol style="list-style-type: none"> 1. <i>To prepare invitation letter for companies.</i> 2. <i>To prepare list of companies with their HR contact details.</i> 3. <i>To identify dynamic students from Elect. Engg dept and to endorse only them for placements. (by respective dept. faculty coordinator) (Agenda 07)</i> 	Complied
			Complied
			Complied
3	Mrs. Jasmin Minj, Faculty In-Charge, Internal Training	<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) (Agenda 07)</i> 	In Progress
			Complied
4.	Dr. Robin Thomas, Faculty In-Charge, Placement Cell	<i>To identify companies for campus placement. (Agenda 01) (Plz refer point 1)</i>	Complied
5.	Mr. Piyush Rai, Faculty In-Charge, Corporate Communication.	<i>To identify at least 05 companies for MOU regarding internship/training/industrial training.</i>	Not Complied
6.	Mr. Kamlesh Ratre, Faculty In-Charge, Innovation & Entrepreneur	<i>To make list of students who have any innovative ideas and to motivate students for the same.</i>	Not Complied
7.	Mr. M. R. Mamdikar, Assistant Prof., Computer Science Engineering.	<i>To upload CDC details on college website.</i>	Complied