

CDC General Meeting

Date 03/08/2022

Time 2.00pm

(Online Meeting)

MINUTES – OF - MEETING

The CDC general meeting was organized under the Chairmanship of – Dr. R. N. Khare Sir, (Principal) VEC Ambikapur on Date 03/08/2022 at rescheduled Time 12:00pm via online Goggle Meet Platform.

Following office bearers were present in the meeting:

1. Dr. R. N. Khare – Chairman
2. Dr. Ketan Chourasia – CDC (Head)
3. Mr. Pankaj Sidar – (I/C) Placement Cell
4. Mr. Nirvikar Gautam – (I/C) External Training Cell
5. Mrs. Pooja Patre – (I/C) Internal Training Cell
6. Mr. Deman Kosale – (I/C) Corporate Communication Cell
7. Mr. Kamlesh Ratre – (I/C) Startup, Innovation and Entrepreneur Cell

1) Placement Review of session 2021 – 2022

- a. Collection of placement data according to AICTE/NAAC/NBA/DTE requirement from session 2017-18 to 2021-22.

Conclusion – Agreed by the all members and consent given by the Honble Chairman.

- b. Collection of Off-Campus placement Data as of above session including higher education/samvidha/part-time jobs/PSC/self business/startup/parent business etc.

Conclusion – Agreed by the all members and consent given by the Honble Chairman.

- c. To set minimum eligibility for students to appear in campus placement.

Conclusion – Agreed by the all members and consent given by the Honble Chairman.

- d. Every circular of placement/Off-Campus/PSU/Walk-in-interview Job opportunities has to be updated in college website.

Conclusion – Agreed by the all members and consent given by the Honble Chairman.

2) External Training Review of session 2021-22

- a. To commence online training from third party that provides free of cost training.

Conclusion – Agreed by the all members and consent given by the Honble Chairman.

- b. To collect training data according to AICTE/NAAC/NBA of session 2017 – 18 to 2021 – 22

Conclusion – Agreed by the all members and consent given by the Honble Chairman.

- c. To conduct student training from CIPET Korba, CRISP, CIDC or from MOU organization like CIDC, JNIL, Auriga Innovation Lab Ambikapur, companies.

Conclusion – Agreed by the all members and consent given by the Honble Chairman.

- d. To Conduct faculty training as well from MoU organizations.

Conclusion – Agreed by the all members and consent given by the Honble Chairman.

- e. Collection of Faculty Training data that has been organized from VEC according to NAAC/NBA/AICTE/DTE requirement from session 2017-18 to 2021 – 22.

Conclusion – Agreed by the all members and consent given by the Honble Chairman.

3) Internal Training Review of Session 2021 – 22

- a. To commence offline internal training for students on campus placement relevant topics such as English, Aptitude, Reasoning etc.

Conclusion – Agreed by the all members and consent given by the Honble Chairman.

- b. To conduct offline internal training for the students who has been shortlisted for campus placement or called for interview.

Conclusion – Agreed by the all members and consent given by the Honble Chairman.

4) Internship Review of session 2021-22

- a. To circulate Internship opportunity among students through whatapp group and by publishing in college website.

Conclusion – Agreed by the all members and consent given by the Honble Chairman.

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- b. To give regular updated to students about happening in internshala/aicteinternship portal.
Conclusion – Agreed by the all members and consent given by the Honble Chairman.
- c. To motivate students to apply for internship opportunity available in internshala/AICTE internship portal
Conclusion – Agreed by the all members and consent given by the Honble Chairman.
- d. To maintain records of students who have gone for internship according to AICTE/NBA/NAAC/DTE requirement for session 2017-18 to 2021-22.
Conclusion – Agreed by the all members and consent given by the Honble Chairman.
- e. To explore new internship opportunities for students in Ministries/PSU/MoU organisation's.
Conclusion – Agreed by the all members and consent given by the Honble Chairman.
- 5) Startup/Innovation/Entrepreneur Review of session 2021-22**
- a. To collect data according to NAAC/NBA/AICTE/ DTE.
Conclusion – Agreed by the all members and consent given by the Honble Chairman.
- b. To motivate students for startup/innovation/Entrepreneurs.
Conclusion – Agreed by the all members and consent given by the Honble Chairman.
- c. To invite proposal from students.
Conclusion – Agreed by the all members and consent given by the Honble Chairman.
- 6) Corporate Communication Review of session 2021-22**
- a. To communicate with mid range companies for Training/placement/internship/Faculty Development and this has to be done jointly with respective Cell Incharge.
Conclusion – Agreed by the all members and consent given by the Honble Chairman.
- b. To collect data according to DTE/AICTE/NBA/NAAC.
Conclusion – Agreed by the all members and consent given by the Honble Chairman.
- c. To set target for 2022 – 23 to call company, at 10 Companies for each departments.
Conclusion – Agreed by the all members and consent given by the Honble Chairman.
- d. To update Campus Placement Brouchers, Job Application Form, Invitation letter.
Conclusion – Agreed by the all members and consent given by the Honble Chairman.

General Agenda

1. To nominate new students as Student Coordinator from each department in place of passed out students.
Conclusion: As per the suggestions of CDC Members, following are the list of student coordinator of different branches:

S.No.	Name of Student Coordinator	Branch	Semester	Mob. Number	Email Id
1.	Mr. Shubham Gupta	CSE	6th	7999439385	sg171484@gmail.com
2.	Mr. Shiwani Dwivedi	CSE	6th	8269874892	shivanidwivedi268@gmail.com
3.	Mr. Kunal Singh	EE	4th	7987018813	kunalsingh90321@gmail.com
4.	Mr. Satish Kumar Jaiswal	EE	4th	7581939291	satishjaiswal609@gmail.com
5.	Mr. Rohit Kumar Singh	ME	6th	7999797185	singhshivkumar232@gmail.com
6.	Mr. Om Singh Thakur	ME	4th	8319066670	omsingh5802@gmail.com
7.	Miss Neha Gupta	MI	4th	7389323105	7089neha@gmail.com
8.	Mr. Dev Choudhary	MI	4th	7898578707	cdev7937@gmail.com
9.	Vijay Prasad Yadav	CE	6th	7999480405	vijayyadav35416@gmail.com
10.	Mr. Saurav Sahu	CE	4th	9171049655	sahusaurav369@gmail.com

2. To create Job Section in college website where every CDC circular can be shared.
Conclusion: Job Section has been created in College Website by Mr. Mohan Rao Mamdikar.

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3. To include part time faculty for assistance (only one part time faculty to be nominated for each cell)

Conclusion: Following part time faculty has been engaged in CDC in consultant with respective cell incharge.

- CDC – Dr Ketan Chourasia – Miss Anchal Pandey (Part Time Faculty)
- External Training Cell - Mr. Nirvikar Gautam – Mr. Ravindra Ravi (Part Time Faculty)
- Internal Training Cell – Mrs Pooja Patre – Mrs Veena Dubey
- Placement Cell – Mr. Pankaj Sidar – (Not given)
- Internship Cell – Mr. Maheedhar Dubey – Mr. Muralidhar Verma (Part Time Faculty)
- Innovation, Startup and Entrepreneur Cell – Mrs Jasmin Minj and Mr. Kamlesh Ratre – Mr. Vishal Kumar Sahu (Part Time Faculty)
- Corporate Communication Cell – Mr. Deman Kosale – Miss Poonam Rajwade (Part Time Faculty)

4. To use individual dispatch register for any communications. If not prepared then instructed to prepare.

Conclusion – Agreed by the all members and consent given by the Honble Chairman.

5. To make file for every events.

Conclusion – Agreed by the all members and consent given by the Honble Chairman.

6. To set minimum eligibility of students to appear Campus placement - like – 60% throughout from 10th to B.Tech, with no active backlog (to be discussed throughly)

Conclusion – As per discussion with respective CDC Members following discussion were made regarding mandatory eligibility criteria for student Campus Pre Placement –

- B.Tech - Students should have 60% throughout from 10th to B.Tech, with no active backlog till their 6th Semester End Semester Exam.**
- M.Tech - Students should have 60% throughout from 10th to M.Tech, with no active backlog till their 4th Semester End Semester Exam**
- The above academics transcription data or as per DTE format must collected by the placement cell after 6th ESE at every year of each department.**


Conclusion – Agreed by the all members and consent given by the Honble Chairman.

7. Every event has to take permission in notesheet through proper channels with proper numbering in awak/jawak dispatch.

Conclusion – Agreed by the all members and consent given by the Honble Chairman.

General Instruction by Honble Chairman

- Innovation, Startup and Entrepreneur Cell shall be jointly looked by Mrs Jasmin Minj and Mr. Kamlesh Ratre.
- All respective CDC Members to submit Annual Report of session 2021 – 2022 and Action Plan of session 2022 – 2023 in next CDC meeting.
- Review meeting to be held in every month.
- Next Review meeting has been scheduled on 5th August 2022 Time 02:00pm


04/08/2022
Dr Ketan Chourasia
CDC (Head)
Dr. Ketan Chourasia
Asst. Prof. (Geology)
I/c ... T/c CDC

Copy to –

- Respected Principal Sir, VEC Ambikapur.
- All CDC Members, VEC Ambikapur.
- HR/Establishment Cell, VEC Ambikapur.
- All HoD, VEC Ambikapur.
- (I/c) College Website, to upload in website at CDC Section, VEC Ambikapur.

Ar. Kefan.

Mr. Upload in website

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13/8/2022