



**POTTI SRIRAMULU CHALAVADI MALLIKHARJUNA RAO  
COLLEGE OF ENGINEERING & TECHNOLOGY**

Approved by AICTE, NEW DELHI and Affiliated to JNTU, Kakinada  
Sponsored by : SKPVV Hindu High Schools Committee, Estd : 1906  
D.No. 7-3-6/1, Raghava Reddy Street, Kothapet, Vijayawada - 520 001.

Voice : 0866-2423442, 91777 77855, Fax : 0866-2423443, E-mail: principal@pscmr.ac.in, www.pscmr.ac.in

**Minutes of the Meeting**

R.C. No. 028/Placements/PSCMR CET/2018

Date: 17.04.2018

Minutes of meeting with members of the placements held on 17.04.2018 in placement room at 04:00PM with TPO to discuss following agenda.

The following are the resolutions made in the meeting:

**Members attended**

S No	Members	Signature
1	Mr. S. Manikanta, TPO	
2	Ms. P. Keerthi, T&P	
3	Ms. Vinay, Civil	
4	Mr. K. Sudhakar, CSE	
5	Mr. K Sundar Srinivas, ECE	
6	Mr. K Narendra, EEE	
7	Ms Ch Srilatha, MEC	
8	Mr. J Naveen Gupta, MBA	

**Discussion:**

1. Conduct summer CRT classes
2. Conduct pep sessions to all 3-2 students and share a road map of the future action plan.
3. Plan Schedules for summer training and prepare training calendar
4. Alert internal trainers with the dates and instruct them to be submit training material before summer break
5. Finalize the training partner and confirm schedules for training

**Training & Placement Officer**  
**DEPARTMENT OF**  
**TRAINING & PLACEMENTS**



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**Minutes of the Meeting**

R.C. No. 002/Placements/PSCMR CET/2018

Date: 08.01.2018

Minutes of meeting with members of the placements held on 08.01.2018 in placement room at 04:00PM with TPO to discuss following agenda.

The following are the resolutions made in the meeting:

**Members attended**

S No	Members	Signature
1	Mr. S. Manikanta, TPO	
2	Ms. P. Keerthi, T&P	
3	Ms. Vinay, Civil	
4	Mr. K. Sudhakar, CSE	
5	Mr. K Sundar Srinivas, ECE	
6	Mr. K Narendra, EEE	
7	Ms Ch Srilatha, MEC	
8	Mr. J Naveen Gupta, MBA	

**Discussion:**

1. Placement coordinators have to take the responsibility for counseling students to identify their training needs.
2. All the members of the placements have to assist the students to prepare their resumes.
3. It is observed that some students cleared the backlogs and the same is not being updated in the student's data. Hence all the coordinators are request to update the information as and when possible.
4. Members of the placements have to guide the students to attend the group discussions conducted by MBA department faculty 04-01-2018 to 09-01-2018.

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**Minutes of the Meeting**

R.C. No. 022/Placements/PSCMRCET/2017

Date: 23.10.2017

Minutes of meeting with members of the placements held on 23.10.2017 in placement room at 04:00PM with TPO to discuss following agenda.

The following are the resolutions made in the meeting:

**Members attended**

S No	Members	Signature
1	Mr. S. Manikanta, TPO	
2	Ms. P. Keerthi, T&P	
3	Ms. Vinay, Civil	
4	Mr. K. Sudhakar, CSE	
5	Mr. K Sundar Srinivas, ECE	
6	Mr. K Narendra, EEE	
7	Ms Ch Srilatha, MEC	
8	Mr. J Naveen Gupta, MBA	

**Discussion:**

1. Regularly review the attendance of students and alert the HoDs wherever needed
2. Plan and schedule practice tests at regular intervals
3. Plan remedial classes, if needed
4. Provide slots and conduct company specific trainings through third party vendors
5. Coordinate with recruiters and fix dates for placements
6. Collaborate with all departments to organize on campus and pool campus drives. Fix individual responsibility to each T & P coordinator in coordinating the drives.

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**Minutes of the Meeting**

R.C. No. 010/Placements/PSCMRCET/2017

Date: 24.07.2017

Minutes of meeting with members of the placements held on 24.07.2017 in placement room at 04:00PM with TPO to discuss following agenda.

The following are the resolutions made in the meeting:

**Members attended**

S No	Members	Signature
1	Mr. S. Manikanta, TPO	
2	Ms. P. Keerthi, T&P	
3	Ms. Vinay, Civil	
4	Mr. K. Sudhakar, CSE	
5	Mr. K Sundar Srinivas, ECE	
6	Mr. K Narendra, EEE	
7	Ms Ch Srilatha, MEC	
8	Mr. J Naveen Gupta, MBA	

**Discussion:**

1. Conduct Pre-assessment for all 3-2 students
2. Assess their current standard of readiness for placements
3. Conduct meeting with Department T & P coordinators & HODs to share the details of student readiness
4. Evaluate the possibility of dates available for summer training
5. Invite applications from third party vendors to conduct company specific training
6. Evaluate the proposals of training partners
7. Conduct one to one meetings to negotiate price and promises
8. Create specific formats to collect student data
9. Collect and consolidate student data
10. Create tentative profiling of students based on the past performance and achievements.
11. Collect resumes from students and get it corrected by internal trainers

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