



**POTTI SRIRAMULU CHALAVADI MALLIKARJUNA RAO
COLLEGE OF ENGINEERING & TECHNOLOGY
(AUTONOMOUS)**

APPROVED BY AICTE, NEW DELHI, AFFILIATED TO JNTU KAKINADA



Minutes of the Meeting

Date: 17.06.2023

Minutes of first meeting with members of the placements held on 17.06.2023 in placement room at 04:00PM with TPO to discuss following agenda.

The following are the resolutions made in the meeting:

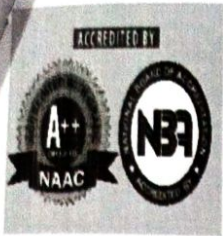
Members attended

S No	Members	Signature
1	Mr. S. Manikanta, TPO	
2	Mr. G SS Murthy, ATPO	
3	Mrs. T Bindu Susmita, MBA	
4	Mr. K Raghavendra, ECE	
5	Mr. Hanumantha Rao, CSE	
6	Mr. K Sundar Srinivas, ECE	
7	Mr. D V V Prasad, EEE	
8	Mrs. N Malavika, MEC	
9	Mr. Shajahan, Civil	

Discussion:

1. Share the expectations and plans of the management with the training and placement team
2. Collect view points of different stakeholders and consolidate a common list of achievable targets for the coming semester.
3. Fix individual responsibility to trainers
4. Review the proposed training material and suggest modifications, if any
5. Fix time slots for each trainer as per academic time table
6. Review improvements and challenges of students on monthly basis

Training & Placement Officer



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Minutes of the Meeting

Date: 18.08.2023

Minutes of meeting with members of the placements held on 18.08.2023 in placement room at 04:00PM with TPO to discuss following agenda.

The following are the resolutions made in the meeting:

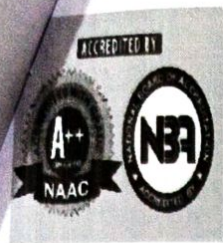
Members attended

S No	Members	Signature
1	Mr. S. Manikanta, TPO	
2	Mr. G SS Murthy, ATPO	
3	Ms. P. Keerthi, T&P	
4	Mrs. T Bindu Susmita, MBA	
5	Mr. Hanumantha Rao, CSE	
6	Mr. K Sundar Srinivas, ECE	
7	Mr. D V V Prasada, EEE	
8	Mr. N V Malavika, MEC	
9	Mr. Shajahan, Civil	

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

Training & Placement Officer



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Minutes of the Meeting

Date: 21.11.2023

Minutes of meeting with members of the placements held on 21.11.2023 in placement room at 04:00PM with TPO to discuss following agenda.

The following are the resolutions made in the meeting:

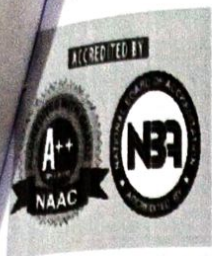
Members attended

S No	Members	Signature
1	Mr. S. Manikanta, TPO	
2	Mr. G SS Murthy, ATPO	
3	Mrs. T Bindu Susmita, MBA	
4	Mr. Raghavendra, ECE	
5	Mr. Hanumantha Rao, CSE	
6	Mr. K Sundar Srinivas, ECE	
7	Mr. D V V Prasad, EEE	
8	Mr. N Malavika, MEC	
9	Mr. Shajahan, Civil	

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.

Training & Placement Officer



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Minutes of the Meeting

Date: 17.02.2024

Minutes of meeting with members of the placements held on 17.02.2024 in placement room at 04:00PM with TPO to discuss following agenda.

The following are the resolutions made in the meeting:

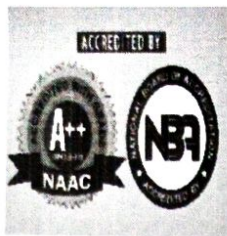
Members attended

S No	Members	Signature
1	Mr. S. Manikanta, TPO	
2	Mr. G SS Murthy, ATPO	
3	Mrs. T Bindu Susmita, MBA	
4	Mr. Raghavendra, ECE	
5	Mr. Hanumata Rao, CSE	
6	Mr. K Sundar Srinivas, ECE	
7	Mr. D V V Prasad, EEE	
8	Mrs. N Malavika, MEC	
9	Mr. Shajahan, Civil	

Discussion:

1. Plan and confirm dates for placement drives
2. Negotiate on the possibility of collaboration, both technical and nontechnical
3. Plan and fix dates for HR interactions with final year students.

Training & Placement Officer



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Minutes of the Meeting

Date: 19.04.2024

Minutes of meeting with members of the placements held on 19.04.2024 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	Mr. G SS Murthy, ATPO	
3	Mrs. T Bindu Susmita, MBA	
4	Mr. Raghavendra, ECE	
5	Mr. Hanumanta Rao, CSE	
6	Mr. K Sundar Srinivas, ECE	
7	Mr. D D V Prasad, EEE	
8	Mr. N Malavika, MEC	
9	Mr. Shajahan, Civil	

Discussion:

1. Coordinate with recruiters and fix dates for placements
2. Collaborate with all departments to organize on campus and pool campus drives. Fix individual responsibility to each T & P coordinator in coordinating the drives.
3. Provide slots and conduct company specific trainings through third party vendors

Training & Placement Officer