

NEW HORIZON COLLEGE OF ENGINEERING

CAREER DEVELOPMENT CENTRE

MINUTES OF MEETING

Date	Time	Venue
29/10/2025	4:30 pm - 5:30 pm	Training Room, Career Development Centre

Members Present:

Sl No	Name	Designation
1	Mr. Pradeep Kote	Sr. Director - CDC
2	Mr. K Muralidharan	Sr. Manager – Corporate Relations
3	Mr. Pradeep Raj	Manager – Corporate Relations
4	Ms. Mohana V	Asst. manager – Corporate Relations
5	Ms. Sheeba R	Manager – Internal Control & Data
6	Mr. Akhil Chandran	Manager – Corporate Relations
7	Mr. Dilip M	Trainer
8	Ms. Hemavathi R	Trainer
9	Mr. Karthikeyan G	Trainer
10	Mr. Laxman Rao S P	Trainer
11	Mr. Milan H	Trainer
12	Ms. Aishwarya V	Trainer
13	Ms. Rakhee Kundu	Office Executive

Members Absent:

None

Agenda:

Sl No	Particulars
1	Data Compilation to be checked thoroughly before sharing with companies
2	HR Contact data sheet to be updated
3	Sr. Director -CDC to be informed regarding leaves
4	Drive Analysis – 2026 to be shared
5	Protocols regarding Self Internship
6	Instructions regarding submission of offer letters 2025 and 2026
7	MIS reports to be updated in drive
8	Trainers data – Feedback Analysis to be in drive
9	Drive related Group photos mandatory
10	CDC to use Microsoft Teams
11	Strict adherence to student's dress code
12	Signature lines in email to be in same format
13	Sr. Director's observation regarding team coordination
14	MTech SPOC to be appointed
15	Increase awareness in team about college academic details and labs

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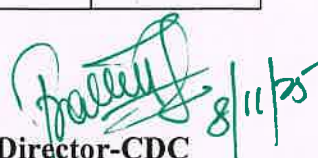
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Sl No	Discussion Point	Action Item	Member Responsible	Tentative date of completion
1	Data Compilation to be checked thoroughly. Data Sanity check to be done before sharing with company	1) Data Duplication to be strictly avoided. 2) Not Seeking placements and Withdrawal students to be removed from the list of students. 3) Placed Students data to be validated before right data is shared	All CR Managers	Regular Practice
2	HR Contact Data sheet to be updated	All Corporate Relations Managers to update the HR Contact Data sheet	All CR Managers	Immediate
3	Sr. Director to be informed of all happenings in department	Any planned/ un-planned leaves, early punch out or late login details to be informed to Sr. Director. Leave approval to be taken from Sr. Director and message to be posted in CDC group.	CDC Team	Regular Practice
4	Drive analysis report of 2026 batch to be shared Company wise	All Corporate Relations managers to prepare Drive Analysis report for every company and upload in shared folder. Format to be shared shortly.	CR Managers	Regular practice
5	Self-Internship protocols to be followed by students, trainers and CR Managers	1) Students approaching CR Managers/ Trainers to be directed to Sr. Director for approval. 2) Approval original copy to be retained by CDC, copy to be shared with departments and trainers to be updated with the internship data.	CR Managers/ Trainers/ Rakhee	Regular practice
6	Handling of offer letters of 2025 and 2026 batch Students	Students of 2025 and 2026 batches approaching CR Managers or trainers to be routed to CDC Office to scan QR code and upload offer letters.	CR Managers, Trainers and CDC Office	Regular Practice
7	MIS report to be updated regularly	MIS reports to be updated on a regular basis in the drive shared by CDC office and final report to be updated by 30 th of every month, failing which available data will be submitted to management on 1 st of every month.	CDC Team	Regular Practice
8	Trainer's data to be on one drive	Feedback Analysis, Assessments to be on One drive. Dump folders to be created and shared with CR managers.	CDC Office, CR Managers	Regular Practice

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9	Drive related photos	Drive related group photos with Sr. Director to be clicked mandatorily for every drive and uploaded in shared folder.	CR Managers	Regular Practice
10	CDC to use Microsoft Teams	Team to be active on Microsoft Teams henceforth	CDC Team	Regular Practice
11	Students to strictly adhere to CDC dress code	Immediate pass outs (2025 batch) and existing students to follow dress code instructions else they would not be allowed to enter CDC. Message to be communicated to all students. Persistent non-compliance to be penalized.	CDC Team	Regular Practice
12	Signature in all emails to be in one format.	Signature lines in email to be updated with NHCE 25 years logo, Name, Designation, Department, College landline, individual extn numbers, email ids and website	CR Managers	Immediate
13	Observation by Sr. Director – Coordination between Trainers and CR Managers has dropped.	1) Drive analysis from Trainer's perspective to be incorporated by CR Managers. 2) CRs to delegate work to students during drives and find ways to use time effectively. 3) Trainers to compete with CR Managers and get the best out of the department. 4) CDC Team to work like corporates and should be multi-taskers.	CDC Team	Regular Practice
14	MTech SPOC to be appointed	Ms. Aishwarya will be the SPOC for MTech students.	Ms. Aishwarya	Immediate
15	Increased awareness in team w.r.t Company sponsored labs, infrastructure available.	1) CR Managers and Trainers to keep themselves aware of all Industry sponsored labs in college, various collaborations with industries ex. QNX, be aware of all open electives and share correct information with companies.	CR Managers, Trainers	Regular Practice


Sr. Director-CDC