

NEW HORIZON COLLEGE OF ENGINEERING

CAREER DEVELOPMENT CENTRE

MINUTES OF MEETING

Date	Time	Venue
04/11/2025	3:45 pm – 4:30 pm	Sr. Director's Cabin, CDC

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	Asst. Manager – Corporate Relations
5	Ms. Sheeba R	Manager – Internal Control & Data
6	Mr. Akhil	Manager - Corporate Relations
7	Mr. Dilip M	Trainer
8	Ms. Hemavathi R	Trainer
9	Mr. Karthikeyan G	Trainer
11	Mr. Milan H	Trainer
12	Ms. Aishwarya	Trainer

Members Absent:

1	Ms. Rakhee Kundu	Office Executive
2	Mr. Laxman Rao S P	Trainer

Agenda:

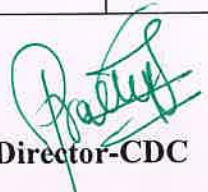
Sl No	Particulars
1	Attendance Regularization
2	Leaves to be applied on time
3	Communication regarding Work from Home
4	Trainer's mapping for every drive SPOC – Mr. Dilip
5	Internship related SPOC – Ms. Sheeba
6	Students' attendance request letters protocols
7	Drive Analysis format -2026 batch implementation
8	MBA Students Dress code
9	Absence from drives
10	Feedback analysis for every drive
11	Superset Registration protocols
12	Awareness about courses and labs

Sl No	Discussion Point	Action Item	Member Responsible	Tentative date of completion
1	Attendance regularization	Attendance to be regularized in CDC. Team to sign the attendance registers before 8:50 AM.	CDC Team	Regular practice

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2	Leave application in HRMS and attendance register	Any leave taken (CL/VL/LOP/OOD) should be marked in the attendance register. Leave to be applied in HRMS on time.	CDC Team	Regular practice
3	Mapping trainer for each drive – SPOC	Mr. Dilip will be responsible for allotting a trainer for each drive.	Mr. Dilip	Regular practice
4	Student's internship SPOC	Students to scan QR code in CDC Office, upload photos in formal attire and upload Internship offer letter. SPOC for all internships would be Ms. Sheeba.	Ms. Sheeba	Regular practice
5	Student's attendance issues	Students approaching CDC with Attendance request letters are required to first meet trainers and get their remarks before getting Sr. Director's signature.	Trainers	Regular practice
6	Drive Analysis Master data – 2026	Drive analysis format for 2026 will be shared with the team. Feedback analysis to be shared by mapped Trainers.	CR Managers and Trainers	Regular practice
7	Dress code for MBA students	MBA students to mandatorily wear blazers for all drives. CDC Team to observe the adherence to dress code of all students.	CDC team	Regular Practice
8	Students' absence from drives	Registered students not turning up for assessments to be suspended from further drives.	CR Managers	Regular Practice
9	Feedback analysis for every drive	Trainers mapped to each drive should provide Feedback analysis. CR Managers, Trainers and students' coordination required to prepare the analysis report.	Trainers	Regular Practice
10	Superset Registration	Students who have not yet registered with Superset, cannot be permitted to register now. 2027 batch MBA, MCA, BE students to be onboarded on Superset by December 2025.	Mr. Laxman	
11	Awareness about labs and courses offered.	CR Managers and Trainers should make themselves aware of all courses, open electives, Centres of excellence and labs.	CR Managers and Trainers	Regular practice


Sr. Director-CDC