NEW HORIZON COLLEGE OF ENGINEERING

DEPARTMENT OF HRD

MINUTES OF MEETING

Date	Time	Venue
25/09/2025	4 pm - 4:45 pm	Training Room, Dept. of HRD

Members Present:

Sl No	Name	Designation
1	Mr. Pradeep Kote	Sr. Director
2	Mr. K Muralidharan	Sr. HR Manager
3	Ms. Mohana Venkatappa	HR Manager
4	Mr. R Pradeep Raj	HR Manager
5	Ms. Sheeba R	HR Manager
6	Mr. Dilip M Badagi	Trainer
7	Ms. Hemavathi R	Trainer
8	Mr. Karthikeyan G	Trainer
9	Mr. Laxman Rao S P	Trainer
10	Mr. Milan H	Trainer
11	Department faculty Coordinators	Mr. Santhosh (CSE1), Mr. Rathish & Ms. Roja (CSE2), Mr Ms. Kavitha U (DS), Ms. Rajashree (AIML), Mr. Nagendra (ECE), Mr. Sunil (EEE), Ms. Archana Das (ISE), Mr. Madhuraj (MBA)
12	Ms. Rakhee Kundu	Office Executive

Members Absent:

Sl No	Name
1	Dr. Vasumathi (MCA)
2	Mr. Govindarajan (MCA)

Agenda:

Sl No	Particulars
1	Status of 2025 batch placements
2	Update on HRD Portal - NEOPAT
3	Regular meetings with Faculty coordinators
4	Introducing Superset
5	Code Tantra assessments
6	Job posting instructions
7	Japanese Language class attendance
8	Enquiries about L&T and Capgemini offer letters
9	Superset performance
10	Microland drive

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Sl No	Discussion Point	Action Item	Member Responsible	Tentative date of completion
1	2025 Batch placements officially not closed. 88% students have been placed.	Faculty coordinators to encourage students to participate in upcoming 2025 batch drives.	Faculty coordinators of respective departments	
2	Agreement with NEOPAT has been called off. No more activity will be done through HRD portal.	Faculty coordinators and Dept of HRD to discontinue using NEOPAT.	Dept. of HRD, Faculty Coordinators	Always
3	Fortnightly meetings to be conducted with Faculty coordinators	Faculty coordinators to mandatorily attend.	Office Executive to schedule meetings	Regular practice
4	Dept. of HRD shifting to Superset which will take care of Drive management	Coordinators to start using Superset.	Dept. of HRD, Faculty Coordinators	Regular practice
5	Code Tantra Assessments	Students to take up the assessments fortnightly. Onboarding on to a different platform for Interview preparation is still being explored.	Faculty coordinators to communicate to students.	Immediate
6	Job posting from other sources	Job postings to be validated with HRD before sharing with students	Dept. of HRD, Faculty Coordinators	Regular practice
7	Poor Attendance noted for Japanese Language classes	1) All Students who have opted for Japanese language classes to be called for a meeting on 8th October 2025. Attendance mandatory. 2) Students to be strictly instructed not to send private texts to Japanese tutors.	Mr. Muralidharan	7th October 2025
8	Students enquiring about L&T and Capgemini offer letters	Students to be asked to remain patient as both the companies are onboarding in a phased manner.	Department Faculty coordinators	Immediate
10	Microland recruitment drive	Students to be allowed to take up Microland assessments. Trainers to be present. All 53 students to be present on 27th September 2025. Microland team will be visiting often.	Trainers	

30/09/25

Sr. Director-HRD

NEW HORIZON COLLEGE OF ENGINEERING

DEPARTMENT OF HRD

MINUTES OF MEETING

Date	Time	Venue
15/10/2025	3:30 pm – 4 pm	Training Room, Dept. of HRD

Members Present:

Sl No	Name	Designation
1	Mr. Pradeep Kote	Sr. Director
2	Ms. Sheeba R	HR Manager
3	Mr. Dilip M Badagi	Trainer
4	Mr. Karthikeyan G	Trainer
5	Mr. Laxman Rao S P	Trainer
6	Mr. Milan H	Trainer
7	Ms. Aiswarya	Trainer
8	Mr. Akhil	Manager – Corporate Relations
9	Ms. Rakhee Kundu	Office Executive

Department Faculty Coordinators

Sl No	Name	Department	Designation
1	Dr. C R Rathish	CSE-2	Professor
2	Ms. Roja R	CSE-2	Assistant Professor
3	Dr. Santhosh Kumar	CSE-1	Associate Professor
4	Mr. Sunil S K	EEE	Assistant Professor
5	Ms. A S Anitha Nair	EEE	Assistant Professor
6	Ms. Kavitha U	DS	Assistant Professor
7	Dr. Rajasree R	AIML	Sr. Assistant Professor
8	Ms. Archana Das	ISE	Assistant Professor
9	Ms. Shruthi G R	ISE	Sr. Assistant Professor
10	Mr. Mohan Kumar G R	ME	Assistant Professor
11	Mr. Nagendra R	ECE	Sr. Assistant Professor
12	Dr. M T Vasumathi	MCA	Associate Professor

Internship Coordinators

Sl No	Name	Department	Designation
1	Ms. Sayani Baisya	CSE-2	Assistant Professor
2	Mr. Sandesh D Manocharya	CSE-2	Sr. Assistant Professor
3	Dr. Florance G	CSE-1	Sr. Assistant Professor
4	Ms. Sangeetha C N	EEE	Assistant Professor
5	Dr. Sampa Das	ECE	Sr. Assistant Professor
6	Ms. B. Channaraya Priya	DS	Assistant Professor
7	Ms. Sivasankari S S	AIML	Sr. Assistant Professor
8	Ms. Neha Jadhav	ISE	Assistant Professor
9	Mr. Sukhman	CSE-2	Assistant Professor
10	Mr. Rajesh H	ME	Sr. Assistant Professor

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Members Absent:

Sl No	Name
1	Mr. Rajat Hubballi (MBA)
2	Mr. Muralidhar (CDC)
3	Ms. Mohana (CDC)
4	Mr. Pradeep Raj (CDC)
5	Ms. Sneha Priya (CDC)
6	Ms. Hemavathi (CDC)

Agenda:

Sl No	Particulars
1	Announcement of Department Name change
2	Introduction of New team members
3	IQVIA Innovation Challenge – 5th & 7th Semester students' participation
4	Protocols to be followed by Departments regarding Self Internships
5	Internship Coordinators not to approve the internships less than 90 days/ 3 months duration
6	Internship Supervisor, Prof. Sunil, Sr Asst. Professor, EEE to give orientation about Internships.
7	Infosys malpractice
8	Ethics - practice to curb malpractice
9	Attendance of students pursuing internships
10	Preparing students for next level assessments by Infosys
11	Code Tantra access for Faculty coordinators
12	Clarification regarding Shortlisting Criteria

Sl No	Discussion Point	Action Item	Member Responsible	Tentative date of completion
1	Official announcement - Department Name changed to CDC.	All mails, messages to be addressed to CDC henceforth.	CDC, Faculty Coordinators	Regular practice
2	Ms. Aishwarya was introduced as new Verbal and Soft Skills trainer and Mr. Akhil introduced as Manager – Corporate Relations	CDC Team and Faculty coordinators to extend full support to the new team members.	CDC, Faculty Coordinators	Regular practice
3	IQVIA Innovation Challenge for 3rd year and 4th year students. Students	Faculty coordinators to encourage students to	Faculty Coordinators	16th October 2025

	to participate and take the challenge seriously as there is a possibility of conversion to internships (for 3rd year students). Students will be required to visit the IQVIA office (Bangalore) once or twice a month to interact with mentors, attend review sessions, and collaborate with peers.	participate in IQVIA Innovation challenge.		
4	Duration of all Internships to be a minimum of 90 days/ 3 months. Self-placed internships of 1 or 2 months are not acceptable.	1) Internships should be verified and signed by Internship Coordinators, Internship Supervisor and Department HODs. 2) Internship Coordinators to be mindful while signing Internship letters.	Internship Coordinators	Regular practice
5	Prof. Sunil, Sr. Asst Professor, Dept of EEE will be the Internship Supervisor for all departments.	1) Prof. Sunil will be conducting an orientation session regarding Internships shortly. 2) VTU protocols to be followed while validating Internships as VTU verifies all companies providing internships to students. 3) Employers and student's internship data to be uploaded in VTU Portal. 4) Students to be oriented regarding internships at the end of 7th Semester. 5) Approval from Sr. Director – CDC mandatory for all internships.	Prof. Sunil and Internship Coordinators	Regular Practice
6	Students with internships secured through CDC should not be asked to take up CIE assessments on working days (Monday to Friday).	1) Students pursuing internships to take up assessments only during weekends. 2) Sr. Director-CDC to discuss with Dean-Academics regarding assessments on weekends. 3) Departments to be strictly instructed not to call students to take up CIE during internships.	Dept. of HRD, Faculty Coordinators, Sr. Director-CDC	Regular practice
7	Compensatory Tests to be taken up only on working Saturdays	Sr. Director – CDC to sort it out with Dean-Academics.	Sr. Director-CDC	

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8	Attendance for Students pursuing internships	Internship Coordinators to mark attendance for students only after getting the verified list from CDC.	Department Internship Coordinators	Immediate
9	Infosys Malpractice – Memo issued to students, and they have been suspended from college	Faculty coordinators to constantly remind students regarding the Standard Operating procedure to be followed during pre - placement talks, assessments and drives.	Faculty Coordinators	Regular Practice
10	Infosys has selected 86 students for Systems Engineer Role with CTC – 3.6 LPA. Selected Students will also get a chance to **upgrade** their offer to **Digital Specialist Engineer** (Trainee) (6.25 LPA) and **Specialist Programmer** (Trainee) (9.5 LPA) through an additional round of programming test and in-person interview. This is optional and will have no impact on their initial offer.	1) Students to be encouraged to prepare well for upgrading their role. 2) Upgraded students will not be allowed to sit for any other opportunity. 3) CDC exploring platforms for students to practice for the next level Programming test.	Faculty Coordinators, CDC Trainers	November
11	Code Tantra Access	All Faculty coordinators will have access to view Code Tantra Student details from next week.	Mr. Laxman (Trainer)	20th October 2025
12	Clarification regarding Short listing of Students for Drives	Invyte platform developed by Suyash is being used to shortlist students. Some companies shortlist students on their own where CDC has no control.		

Sr. Director-HRD 17/10/25