

# **NEW HORIZON COLLEGE OF ENGINEERING**

## **CAREER DEVELOPMENT CENTRE**

### **MINUTES OF MEETING**

Date	Time	Venue
12/01/2026	3:30 pm – 4:15 pm	Executive Training Room, CDC

#### **Members Present:**

Sl No	Name	Designation
1	Mr. Pradeep Kote	Sr. Director
2	Mr. Sivakumar Raju	Director
3	Ms. Sheeba R	Manager -ICD
4	Mr. Pradeep Raj	Corp Relations Manager
5	Ms. Mohana	Corp Relations Manager
6	Mr. Akhil	Corp Relations Manager
7	Mr. Dilip M Badagi	Trainer
8	Mr. Karthikeyan G	Trainer
9	Mr. Laxman Rao S P	Trainer
10	Ms. Hemavathi	Trainer
11	Mr. Milan H	Trainer
12	Ms. Aiswarya	Trainer
13	Ms. Rakhee Kundu	Office Executive

#### **Department Faculty Coordinators**

Sl No	Name	Department	Designation
1	Ms. Garima Joshi	CSE-2	Assistant Professor
2	Mr. Sunil S K	EEE	Sr. Assistant Professor
3	Ms. Sangeetha C N	EEE	Sr. Assistant Professor
4	Ms. Pallavi Nayak	DS	Assistant Professor
5	Dr. Rajasree R	AIML	Sr. Assistant Professor
6	Mr. Mohan Kumar G R	ME	Assistant Professor
7	Mr. Nagendra R	ECE	Sr. Assistant Professor
8	Mr. Shashikiran S	ECE	Sr. Assistant Professor
9	Mr. Govindaraj M	MCA	Sr. Assistant Professor

#### **Members Absent:**

Sl No	Name	Department
1	Mr. Rajat Hubballi	MBA
2	Ms. Shruthi	ISE
3	Dr. Santhosh Kumar	CSE-1

#### **Agenda:**

Sl No	Particulars
1	Faculty Coordinator's meeting scheduling
2	Unavailability of students during drives - concern
3	Messages being posted on Whatsapp by CDC – no acknowledgements

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4	2 <sup>nd</sup> / 3 <sup>rd</sup> year BE students being unaware of placements
5	Update on Orientation for 3 <sup>rd</sup> year students conducted on 7 <sup>th</sup> , 9 <sup>th</sup> and 10 <sup>th</sup> Jan 2026
6	Technical Training (focussed training) being conducted from 2 <sup>nd</sup> Feb – 20 <sup>th</sup> Feb 2026 by External trainers
7	Update on ICT Academy Membership
8	Core Branches training – 2 weeks – to be communicated
9	2027 batch opt-out forms share. Last date of submission – 19 <sup>th</sup> Jan
10	NIRF data collection – Faculty Coordinators to provide support
11	Dr. Sivakumar introduced as Director - CDC
12	Mr. Sunil updated – Internship approvals by VTU
13	2027 batch onboarding on Superset – 25 <sup>th</sup> Jan last date
14	Mr. Laxman explained process of enrolling on Superset

Sl No	Discussion Point	Action Item	Member Responsible	Tentative date of completion
1	Faculty Coordinator's meeting scheduling	Faculty Coordinator's meeting to be scheduled on Wednesdays (fortnightly)	Ms. Rakhee	14 <sup>th</sup> January 2026
2	Students' absence during drives is a big concern despite sending strong messages and multiple reminders that students should be available during drives.	Absentees to be suspended from further drives. Faculty coordinators to inform students that CDC will not provide any support if they fail to attend drives.	Department Faculty Coordinators	Regular practice
3	Acknowledgement not being received to any message posted by CDC on Whatsapp.	Acknowledgement to messages from CDC would be appreciated.	Department Faculty Coordinators	Regular practice
4	Sr. Director enquired if junior students (1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> year) are all aware of placement activities	Any 2 <sup>nd</sup> /3 <sup>rd</sup> year students asking about placement opportunities to be made aware and guided appropriately.	Department Faculty Coordinators	Regular practice
5	Update on Orientation for 3 <sup>rd</sup> year students conducted on 7 <sup>th</sup> , 9 <sup>th</sup> and 10 <sup>th</sup> Jan 2026	One round of Orientation has been done for all branches of 3 <sup>rd</sup> year students. Students placed in well known companies have addressed their juniors about their experience and how to prepare for placements.		
6	Technical training to be conducted from 2nd Feb – 20 <sup>th</sup> Feb 2026 by external trainers for CSE and allied branches.	1) Focussed training will be conducted by experienced working trainers. Each trainer is being evaluated before they start the training program.  2) Faculty Coordinators to take responsibility of ensuring that all students attend the entire training program.	Faculty Coordinators and Mr. Milan	20 <sup>th</sup> February 2026

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		<p>3) Technical Portal access to be provided to Dept. Faculty coordinators (only BE)</p> <p>4) Pre-assessment is scheduled on 21<sup>st</sup> January to evaluate the technical skills of students.</p> <p>5) Seating allotment will be based on scores and not branch-wise.</p>		
7	Update on ICT Academy Membership	<p>1) ICT Academy membership has been taken up by NHCE. Departments will be communicated early next week regarding membership details.</p> <p>2) ICT Academy has Self-paced learning and will enable students to be globally certified. It will provide additional skilling support to students.</p> <p>3) A contest would be conducted by ICT Academy for 2<sup>nd</sup> and 3<sup>rd</sup> year students (except Mechanical)</p> <p>4) Autodesk will be provided for Mechanical students.</p>	IIC and CDC	Ongoing
8	Training for Core students	2 weeks training will be provided for core students (ECE, EE, Mech). Respective departments to be communicated regarding the training.	CDC	20 <sup>th</sup> February 2026
9	2027 batch opt-out students	<p>1) Opting out of placements form for 2027 batch has been shared with departments. Last date of submission extended to 19<sup>th</sup> Jan.</p> <p>2) Faculty coordinators to check students' interest in placements. Opt-out forms to be submitted within due date.</p>	Faculty Coordinators	19 <sup>th</sup> January 2026

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10	NIRF data - support required from Faculty coordinators	<p>1) Faculty Coordinators to assist in getting all the required documents from students – Higher studies and offer letters from students.</p> <p>2) Coordinators not to disclose that data is being collected for NIRF.</p>	Faculty Coordinators	Regular Practice
11	Dr. Sivakumar introduced as Director-CDC	Dr. Sivakumar – Director CDC was introduced to the faculty coordinators.		
12	Mr. Sunil – VTU coordinator provided updates about Internship uploading on VTU portal.	<p>1) VTU is not approving only Internships. Internship + FTE are being approved by VTU.</p> <p>2) Internship stipend and FTE salary to be clearly mentioned in all circulars.</p> <p>3) Students are expected to complete an internship of minimum 15 weeks (90 days).</p> <p>4) Students securing internships in reputed organizations like HAL/ DRDO for duration less than 15 weeks, are required to complete Skill enhancement courses recognized by University platforms or take additional internship for the remaining period from any recognized industry.</p> <p>5) Faculty coordinators to communicate the above points to students.</p>	Internship Coordinators	20 <sup>th</sup> January 2026
13	2027 batch onboarding on Superset	25 <sup>th</sup> January is the last date to enrol on Superset.	Mr. Laxman	25 <sup>th</sup> January 2026
14	Mr. Laxman explained process of enrolling on Superset	<p>Steps to enrol on Superset and verification of Students' data on Superset explained.</p> <p>Faculty coordinators to complete the data verification by 31<sup>st</sup> January.</p>	Faculty coordinators	31 <sup>st</sup> January 2026

  
**Sr. Director-CDC**

# **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

# NEW HORIZON COLLEGE OF ENGINEERING

## DEPARTMENT OF HRD

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 8 <sup>th</sup> October 2025. Attendance mandatory. 2) Students to be strictly instructed not to send private texts to Japanese tutors.	Mr. Muralidharan	7 <sup>th</sup> 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 27 <sup>th</sup> September 2025. Microland team will be visiting often.	Trainers	

  
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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## DEPARTMENT OF HRD

### 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 3 <sup>rd</sup> year and 4 <sup>th</sup> year students. Students	Faculty coordinators to encourage students to	Faculty Coordinators	16 <sup>th</sup> October 2025



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## DEPARTMENT OF HRD

	<p>to participate and take the challenge seriously as there is a possibility of conversion to internships (for 3<sup>rd</sup> year students).</p> <p>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.</p>	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.	<ol style="list-style-type: none"> <li>1) Internships should be verified and signed by Internship Coordinators, Internship Supervisor and Department HODs.</li> <li>2) Internship Coordinators to be mindful while signing Internship letters.</li> </ol>	Internship Coordinators	Regular practice
5	Prof. Sunil, Sr. Asst Professor, Dept of EEE will be the Internship Supervisor for all departments.	<ol style="list-style-type: none"> <li>1) Prof. Sunil will be conducting an orientation session regarding Internships shortly.</li> <li>2) VTU protocols to be followed while validating Internships as VTU verifies all companies providing internships to students.</li> <li>3) Employers and student's internship data to be uploaded in VTU Portal.</li> <li>4) Students to be oriented regarding internships at the end of 7<sup>th</sup> Semester.</li> <li>5) Approval from Sr. Director – CDC mandatory for all internships.</li> </ol>	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).	<ol style="list-style-type: none"> <li>1) Students pursuing internships to take up assessments only during weekends.</li> <li>2) Sr. Director-CDC to discuss with Dean-Academics regarding assessments on weekends.</li> <li>3) Departments to be strictly instructed not to call students to take up CIE during internships.</li> </ol>	<p>Dept. of HRD, Faculty Coordinators,</p> <p>Sr. Director-CDC</p>	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	<p>Infosys has selected 86 students for Systems Engineer Role with CTC – 3.6 LPA.</p> <p>Selected Students will also get a chance to <b>upgrade</b> their offer to <b>Digital Specialist Engineer</b> (Trainee) (6.25 LPA) and <b>Specialist Programmer</b> (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.</p>	<p>1) Students to be encouraged to prepare well for upgrading their role.</p> <p>2) Upgraded students will not be allowed to sit for any other opportunity.</p> <p>3) CDC exploring platforms for students to practice for the next level Programming test.</p>	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)	20 <sup>th</sup> 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