

NEW HORIZON COLLEGE OF ENGINEERING

CAREER DEVELOPMENT CENTRE

MINUTES OF MEETING

| Date | Time | Venue |
|------------|-------------------|------------------------------|
| 07/03/2026 | 3:30 pm – 4:15 pm | Executive Training Room, CDC |

Members Present:

| Sl. No | Name | Designation |
|--------|--------------------|-------------------|
| 1 | Mr. Pradeep Kote | Sr. Director |
| 2 | Ms. Sheeba R | Manager -ICD |
| 3 | Ms. Mohana | Assistant Manager |
| 4 | Mr. Dilip M Badagi | Trainer |
| 5 | Mr. Karthikeyan G | Trainer |
| 6 | Mr. Laxman Rao S P | Trainer |
| 7 | Mr. Milan H | Trainer |
| 8 | Ms. Sneha Priya | Trainer |
| 9 | Ms. Rakhee Kundu | Office Executive |

Department Faculty Coordinators

| Sl No | Name | Department | Designation |
|-------|-------------------|------------|-------------------------|
| 1 | Dr. Rathish | CSE-2 | Professor |
| 2 | Ms. Roja R | CSE-2 | Assistant Professor |
| 3 | Dr. Rajasree R | AIML | Sr. Assistant Professor |
| 4 | Mr. Nagendra R | ECE | Sr. Assistant Professor |
| 5 | Ms. Kavitha U | DS | Assistant Professor |
| 6 | Mr. Sunil | EEE | Sr. Assistant Professor |
| 7 | Mr. Rajat B H | MBA | Assistant Professor |
| 8 | Dr. Vasumathi M T | MCA | Associate Professor |
| 9 | Mr. Govindaraj M | MCA | Sr. Assistant Professor |

Members Absent:

| Sl No | Name | Department |
|-------|--------------------|----------------|
| 1 | Dr. Sivakumar Raju | Director - CDC |
| 2 | Mr. Akhil | CDC |
| 3 | Ms. Hemavathi | CDC |
| 4 | Ms. Aiswarya | CDC |
| 5 | Dr. Santhosh Kumar | CSE-1 |
| 6 | Dr. Rajasree | AIML |
| 7 | Mr. Mohan | Mech |
| 8 | Ms. Shruthi G R | ISE |

Agenda:

| Sl. No | Particulars |
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| 1 | Faculty coordinators Roles and Responsibilities document to be shared |
| 2 | Internship related queries from students |
| 3 | Code Tantra updates – meeting with respective departments |
| 4 | MBA – 2027 batch specialization breakup required, Superset to open for MBA students. |

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| 5 | MBA and MCA students to be informed about Placement opt-out forms |
| 6 | Students to register for Infosys placement drive – 21 LPA |
| 7 | Students to be made aware of Waters Corporation drive |
| 8 | Superset Student verification – CDC to put a limit on number of times verification permitted |
| 9 | Students to be informed to practice on Code Tantra and not Board Infinity |
| 10 | Faculty coordinators to inform CDC about attitude related issues of students |
| 11 | SAP Global certifications to be mandatorily taken up by students, CDC will share the process |
| 12 | All MCA students to collect internship offer letters by Monday (9 th March) afternoon |
| 13 | Students to be informed that formals are mandatory for all CDC activities. |

| SI No | Discussion Point | Action Item | Member Responsible | Tentative date of completion |
|-------|---|--|----------------------|------------------------------|
| 1 | Roles and responsibilities of Faculty Coordinators to be documented | Faculty Coordinator's Roles and responsibilities - A formal structure to be documented which would be easy for CDC and all departments. Document will be shared by CDC. | CDC | 13 th March 2026 |
| 2 | VTU Internship related queries from students | Faculty coordinators to inform students that VTU related Internship duration of 90 days can include Saturdays as well. Message to clearly go out to students as there is a confusion in student community. | Faculty Coordinators | Immediate |
| 3 | CDC to initiate discussions regarding Code Tanta (2027 batch) with all departments. | <ol style="list-style-type: none"> 1) CDC trainers to set up meetings with respective faculty coordinator and department HODs every alternate week and provide Code Tantra updates of students. 2) Faculty Coordinators to ensure that students practice Code Tantra mandatorily. 3) Students mid training score and end of training score to be shared by CDC. 4) Department faculty coordinators to communicate to students that no reassessments will be conducted at the end of semester. Hence, they will have to take up Code Tantra practice seriously. | CDC trainers | Regular Practice |

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| 4 | MBA students (2027 batch) specialization breakup required. | MBA to share the breakup of Specialization of 2027 batch students. Superset cycle is going to open for MBA students shortly. | MBA Faculty coordinator | Immediate |
| 5 | Placement opt-out forms for MBA and MCA students | 2027 batch placement opt-out forms for MBA and MCA to be rolled out next month. If students register for even 1 recruitment drive, placements opt out form will not be considered. Faculty coordinators to inform students regarding Placements opt-out form and the policies. | MBA and MCA faculty coordinators | |
| 6 | Infosys registrations – only 180 students have registered for 21 LPA | CDC and Faculty coordinators to ensure that all eligible students register for Infosys drive -21 LPA | CDC and Department Faculty coordinators | Immediate |
| 7 | Waters Corporation expected to conduct recruitment drive by end of March | Students to be made aware that Waters Corporation would be visiting by March end. Students to prepare themselves for the same. | Faculty Coordinators | Immediate |
| 8 | Student Profile verification requests in Superset keep coming repeatedly | Faculty coordinators are finding it challenging to complete profile verification repeatedly. Every time resume gets updated, profiles need to be verified. CDC to put a limitation on the number of times resumes can be updated by students in a month. | CDC – Mr. Laxmanrao Patil | |
| 9 | Students to be informed to practice on Code Tantra only and not Board Infinity | Though, Board Infinity platform is open, going forward students are expected to practice on Code Tantra. Faculty Coordinators to inform students accordingly. | Faculty Coordinators | Immediate |
| 10 | Generic Feedback provided by Sr. Director regarding attitude of Students | Any Attitude related or behavioural issues of students observed, to be brought to the notice of CDC by Faculty Coordinators. Students with poor attitude will not be permitted for placements. | Faculty Coordinators | Regular Practice |
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| 11 | SAP Global certification is mandatory for all students – 2027 and 2028 batches. | Faculty coordinators to urge students to complete 1 Global certification course (SAP). CDC to initiate this process through Student ambassadors. CDC will share the process and list of certificates that can be opted. Good students to be identified who will take up the Global certifications. | Faculty Coordinators | Immediate |
| 12 | MCA students to collect Internship offer letters. | Internship offer letters to be collected from CDC by 9 th March (Monday). | CDC | Immediate |
| 13 | Students to be in formal attire mandatorily. | All students visiting the CDC or participating in recruitment drives are strictly required to wear formal attire. Students not adhering to the formal dress code will not be permitted to attend the recruitment activities. Faculty Coordinators to communicate this to students. | Faculty Coordinators | Regular practice |


Sr. Director-CDC

9/3/26