

## **Minutes of Meeting held with the Senior Executive Director on 15<sup>th</sup> August 2024 at 10:00 AM**

### **Members present:**

Prof. Gurucharan Singh- Sr.Executive Director

Prof. Anis Mirza – Director HRD  
Ms. Manisha Joshi – Sr. HR Manager  
Mr. K Santhosh Kumar – HR Manager  
Ms. Vandhana R – HR Manager  
Ms. Banty Gupta – HR Manager  
Ms. M Snehapriya – Aptitude Trainer  
Mr. Dilip M B – Aptitude Trainer  
Ms. Upasana Sharma– Verbal Trainer  
Ms. Hemavathi R – Verbal Trainer  
Mr. Laxshmanrao S P – Aptitude Trainer  
Dr. Jayachandran M – Aptitude Trainer  
Ms. Shubha Thakur – Office Executive  
Ms. Shushmita – HR Intern  
Ms. Sneha Paul – HR Intern

### **Faculty Co-Ordinators:**

Dr. Ashok K - CSE  
Dr. Rathish- CE  
Dr. Sabitabrata Bhattacharya- ECE  
Prof. Sunil Prashanth Kumar S - Mechanical  
Prof. Sunil S K- EEE  
Prof. Shruthi - ISE  
Prof. Rajashree -AIML  
Prof. Channabasava – Civil

### **Absent:**

Prof-Govind raj M -MCA- Absent

**Agenda:** Meeting with Faculty Placement Co-Ordinators, HR Managers & Trainers on 15-08-2024

### **Points Discussed:**

Vacation training meeting with Faculty placement co-ordinators and HR Managers

- Students who did not attend the orientation of Vacation training should meet Sr.ED – Department of HRD.
- Civil students will be merged with EEE students for vacation training. '
- Departments EEE, CV, and MECH need to submit the list of students interested in core and IT roles.

- **Training Schedule for Mechanical for Edizi Tools:**
- **19th August 2024:**
    - First half: Aptitude.
    - Second half: Core training.
  - **20th August 2024:**
    - Full day: Core training for MECH students, focusing on EDIZI Tools.
  - **Training Schedule for EEE Core session:**
    - **26th August 2024** - 2:15 PM to 4:15 PM
    - **29th August 2024** - 9:00 AM to 1:15 PM
    - **11th September 2024** - 2:15 PM to 4:15 PM
    - **13th September 2024** - 2:15 PM to 4:15 PM
- All students must carry a copy of their updated resume, PAN card, Aadhar card, and college ID for Campus placement drives.
- Students who register for any drives and fail to attend will be blocked from participating in the next three company drives.
- Students placed in NOKIA for internships are still eligible to attend drives for companies offering full-time positions.
- An official email must be sent to students by the respective faculty coordinators who missed meeting the Senior ED - HRD for not attending vacation training and not seeking placement form to be collected from them.
- Students & Faculty co-ordinators should report on 8:30 AM on 19<sup>th</sup> August 2024 for Vacation training.
- All students should bring their laptops fully charged every day for the vacation training.
- Permission slip to be collected from Sr. Executive Director office and submitted to the respective trainers for attending the next sessions. After trainers noting it in attendance, can permit the students to attend training.

**Sr. Executive Director**  
**NHEI**

