

Minutes of Meeting held with the Senior Executive Director on 25th July 2024 at 6.30 PM

Members present:

Prof. Anis Mirza – Director
Ms. Manisha Joshi – Sr. HR Manager
Mr. Santhosh Kumar B S – Sr. HR Manager
Mr. K Santhosh Kumar – HR Manager
Ms. Vandhana R – HR Manager
Ms. Rakshitha G – 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. Sushmitha – HR Intern
Ms. Kavyashree – HR Intern

Agenda: Meeting with HR Managers & Trainers to discuss about Chairman sir meeting which was held on 25-07-2024.

Points Discussed:

Key Discussion Points from Chairman Meeting Regarding CIE

- **Performance Review:** The Executive Director highlighted concerns regarding the unsatisfactory performance of students in the Continuous Internal Evaluation (CIE). Trainers and respective HR Managers were instructed to submit reports on student performance.
- **Student Attendance Policy:**
 - Trainers were directed to ensure that students absent from even a single training class must meet with the Director to provide a valid reason with supporting documentation to attend subsequent classes.
 - Students failing to meet with the Director or Executive Director will be barred from attending any further classes.
 - HR Managers will be responsible for communicating this policy to all Heads of Departments (HODs) via official email.

- **Training Program Preparation:**
 - Handouts and a comprehensive Lesson Plan for the entire training program must be prepared and submitted to the Director and Executive Director for approval before the commencement of the vacation training.
 - These documents should be filed in the respective branch files maintained by trainers and verified by HR Managers.
- **Recruitment Drive Follow-Up:** Individual trainers are responsible for reviewing recruitment drive attendance to identify students who have successfully cleared the aptitude assessment and take appropriate action.
- **CIE Conduct:** The Executive Director instructed that all future CIEs must be conducted using blue books exclusively.
- **Training Class Monitoring:** The Director emphasized the importance of strict monitoring of all training classes and student attendance.
- **HRD Portal Usage:**
 - HR Managers and Trainers are required to regularly monitor HRD Portal usage and student performance.
 - Reports on these activities must be submitted at least twice a week, and appropriate action should be taken based on the reports.

Sr. Executive Director

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