

**Minutes of Meeting held with the Senior Executive
Director on 31st July 2024 at 12:30 PM**

Members present:

Prof. Gurucharan Singh- Sr. Executive Director
Ms. Manisha Joshi – 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. Shushmita – HR Intern
Ms. Kavyashree – HR Intern

Faculty Co-Ordinators:

Dr. Ashok K - CSE
Dr. Rathish- CE
Dr. Sabitabrata Bhattacharya- ECE
Prof. Boppana K D - Mechanical
Prof. Sunil Prashanth Kumar S - Mechanical
Prof. Sunil S K- EEE
Prof. Kartheek Vankadara -EEE
Prof. Archana - ISE
Prof. Supriya Rao -AIML
Prof. Channabasava - Civil
Prof. Govindraj M -MCA

Agenda: Meeting with Faculty Placement Co-Ordinators, HR Managers & Trainers on 31-07-2024

Points Discussed:

- Informed all faculty co-ordinators that vacation training for B.E. & MCA 2025 batch will be conducted from 19th August 2024 to 13th September 2024.
- Students with less than 85% attendance in training will not be allowed for campus drives.
- Permission to skip training/campus drive - Sr. Executive Director is to approve.
- Monitoring of attendance will be done by respective faculty Co-Ordinators along with trainers & HR Managers.

- Attendance will be taken by HR interns of Department of HRD.
- Timings for vacation training for B.E. students
9:00 AM to 11:00 AM.
11:15 AM to 01:15 PM
(Lunch from 1:15 PM to 2:00 PM)
2:15 PM to 4:15 PM &
4:15 PM to 4:45 PM (Assessments)
- Timings for MCA students
5:00 PM to 7:00 PM -4days a week
- Technical training to be planned by respective faculty co-ordinators and time table to be shared with Department of HRD by 3rd August 2024.
- HRD Portal must be monitored on daily basis with regards to student's participation in assessments by all faculty co-ordinators & trainers.
- Flipkart campus drive- - Faculty co-ordinators to monitor.
- 4th August 2024, Infosys campus drive online test (questions will be based on coding and aptitude)
- Students interested in IT jobs from Mechanical, Civil & Automobile branches from 2025 batch. The list of students to be shared by 2nd August 2024 by the respective faculty co-ordinator.
- For 33 shortlisted students for VISA should be good in Coding and 1st August 2024 the online presentation will be conducted and links will be shared to students directly.
- MCA faculty co-ordinator to confirm the time slots for vacation training to Department of HRD by EOD today.
- Internship opportunities in NHCE are available for 2024 batch. Faculty co-ordinators to identify students and share the list.

Sr. Executive Director

NHEI