

## **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**

**Minutes of Meeting held in the Senior Executive Director's with Faculty Placement Coordinators on 3<sup>rd</sup> January 2025 at 2.00 PM**

**Members present:**

Prof. Gurucharan Singh, Sr. Executive Director – NHEI  
Mr. Santhosh Kumar BS – Sr. HR Manager  
Mr. Santhosh Kumar K – HR Manager  
Ms. Vandhana R – HR Manager  
Mr. Ashok K- Faculty placement coordinator –CSE  
Ms. Archana - Faculty placement coordinator –ISE  
Mr. Sunil – Faculty placement coordinator –EEE  
Mr. Mahendra Naik – Faculty placement coordinator - ECE  
Ms. Rajashree – Faculty placement coordinator – AIML  
Mr. Rathish – Faculty placement coordinator – CE  
Mr. Raghu – Faculty placement coordinator – Mechanical  
Mr. Govindarajan M - Faculty placement coordinator – MCA  
Mr. Channabasava - Faculty placement coordinator – Civil  
Ms. Suganya - Faculty placement coordinator – Data Science  
Ms. Shubha – Office Executive  
Ms. Harshita – HR Intern

**Agenda: Meeting with Faculty placement coordinators:**

**1. Discussion on Approval for Japanese Language Course for 3<sup>rd</sup> Semester (2023-2027) Batch**

Sr. ED informed all faculty placement coordinators that management had approved the Japanese language training for 3<sup>rd</sup> semester students (2023-2027 batch) for N5 & N4 certification through Zenken.

Faculty coordinators were instructed to notify interested students about the Orientation & Registration for Japanese Language training, scheduled for 9<sup>th</sup> Jan 2025 at 9:00 AM for 3<sup>rd</sup> Semester students.

It is informed to faculty co-ordinators that for the 2026 batch, 88 students have registered, and the registration link will remain open until 4<sup>th</sup> Jan 2024 EOD.

**2. Status Update on NIRF Offer Letters-2024 Batch**

Mr.Santhosh Kumar B.S, HR Manager informed the faculty co-ordinators that for 2024 batch NIRF offer letters status is 138-LOI & Internship letters to be replaced with Offer letters & Self-placed student's offer letters to be collected. Deadline is before 11<sup>th</sup> Jan 2025.

### **3. Concerns Regarding Unplaced Students Not Registering for Campus Drives**

Mr.Santhosh Kumar.K informed all the faculty placement co-ordinators that 2025 batch unplaced students are not registering to the placement drives which is opened in the HRD portal.

Sr.ED informed the faculty co-ordinators to inform the 2025 batch unplaced students to assemble in Auditorium for orientation on 11<sup>th</sup> January 2024 at 4:30 PM.

### **4. Pending Core List for the 2026 Batch**

Faculty co-ordinators of ECE & EEE were informed to submit the interested students for core from 2026 batch

### **5. Late Submission of "Not Interested" Forms by 2025 Batch Students**

Sr.ED informed all the faculty placement co-ordinators not to consider the Not interested in Placements form by 2025 batch students at present as they have already opted in or attended few drives.

If any students do not want to attend the placement drives from 2025 batch, they can withdraw from campus placements by submitting a letter to faculty co-ordinators and faculty co-ordinators to share us an email with USN, Name and the reason for not attending drives of the students to the Department of HRD.

It is informed to all the faculty co-ordinators that for 2026 batch students -Vacation training minimum 85% attendance is mandatory and 2 Hackathon is mandatory for getting eligible for the placements.

- Placement Orientation is scheduled for the 5th semester 23rd Jan 2025  
- in 2 batches, timing will be informed at earliest.
- Informed all the faculty co-ordinators to collect 2025 batch offer letters of students who have been placed.
- MCA Placement training is scheduled for 1st semester from - 30th Jan 2025.

**Senior Executive Director**

**NHCE**

**Minutes of Meeting held in the Senior Executive Director's with Faculty Placement Coordinators on 20<sup>th</sup> February 2025 at 8.30 AM**

**Members present:**

Prof. Gurucharan Singh, Sr. Executive Director – NHEI  
Ms. Manisha Joshi – Sr. HR Manager  
Mr. Santhosh Kumar BS – Sr. HR Manager  
Mr. Santhosh Kumar K – HR Manager  
Ms. Vandhana R – HR Manager  
Dr. Jayachandran – Aptitude Trainer  
Ms. M Snehapriya – Aptitude Trainer  
Mr. Dilip M B – Aptitude Trainer  
Ms. Kartheekyan – Verbal Trainer  
Ms. Hemavathi R – Aptitude Trainer  
Ms. Upasana Sharma – Verbal Trainer  
Mr. Laxshmanrao S P – Aptitude Trainer  
Ms. Shubha – Office Executive

**Agenda: Placement & Training plan for 2025 & 2026 batch:**

- 1. Submission of 2025 Placement Files** - All concerned HR Managers must submit the placement files for the 2025 batch by the end of the day (EOD) for auditing.
- 2. Weekly One-on-One Meetings with HR Managers** – Sr. ED proposed to arrange one-on-one meetings with each HR Manager on a weekly basis to review and discuss future plans.
- 3. Sequoia Drive Plan for 27th February 2025** - Ms. Manisha has to prepare and share the plan by EOD – 20/02/2025 for the Sequoia Drive event on 27th February 2025.
- 4. Finalizing Checklist for Drive** – Checklist prepared by Mr. Kumar for the drive to be reviewed and needs to be discussed with the Senior ED and finalized.
- 5. Resume Preparation Session for 2026 Batch Students** - A session on resume preparation must be scheduled for 2026 batch students by concern HR Managers.
- 6. Reports from Trainers about Student Interactions** - Trainers were instructed to compile reports regarding their interactions with students' of 2026 batch on a daily basis. HR Managers are required to interact

with at least five students daily from the 2026 batch to understand the difficulties they are facing.

7. **The Company Specific Training (TCS)** - The Company Specific Training for TCS - MBA HR 2026 Batch Students needs to be scheduled immediately.
8. **Newsletter Content Preparation** - HR Managers to submit the required content for the newsletter.

**Sr Executive Director-HRD**  
**NHEI**

**Minutes of Meeting held in the Senior Executive Director's with Faculty  
Placement Coordinators on 13<sup>th</sup> June 2025 at 11.15 AM**

**Members present:**

Prof. Gurucharan Singh, Sr. Executive Director – NHEI  
Ms. Manisha Joshi – Sr. HR Manager  
Ms. Vandhana R – HR Manager  
Mr. Pradeep Raj – HR Manager  
Dr. Santhosh Kumar B - Faculty placement coordinator –CSE  
Ms. Shruthi - Faculty placement coordinator –ISE  
Ms. Sunil – Faculty placement coordinator –EEE  
Mr. Mahendra Naik – Faculty placement coordinator - ECE  
Ms. Sushma – Faculty placement coordinator – AIML  
Mr. Rathish – Faculty placement coordinator – CE  
Mr. Sujeetha Swami – Faculty placement coordinator – Mechanical  
Ms. Kavitha Raj - Faculty placement coordinator – Data Science  
Ms. Vasumati - Faculty placement coordinator – MCA  
Ms. Shubha – Office Executive

**Agenda: Meeting with Faculty placement coordinators to discuss about  
registration, placement & vacation training.**

**Key Discussion Points**

**Batch 2026**

- **Infosys Hackathon Registration:**
  - All students from 2026 batch across branches must register by 13th June 2025 (EOD) and participate.
- **Company-Specific Training:**
  - Company-Specific Training will begin from 26th June 2025 for eligible students.
- Students must remain active on HRD portals and CodeChef and complete assigned assessments.
- Encourage students to undertake major projects beyond academics to enhance employability.
- Students involved in malpractice will be removed from placement opportunities.

**Batch 2027**

- Placement training to commence on 18th August 2025.

**Batch 2025**

- The faculty placement coordinators for IT branches to provide a list of unplaced students with cybersecurity knowledge.
- Identified students to meet Sr. ED at 9:30 AM on 16th June 2025 for further discussions.
- Faculty placement coordinators must submit the final list of students to be placed (Batch 2025) by EOD.

**Sd/-**

**Sr Executive Director-HRD**

**NHEI**



## **Minutes of Meeting held with Faculty Placement Coordinators on 25<sup>th</sup> June 2025 at 3.00 PM**

### **Members present:**

Prof. Gurucharan Singh, Sr. Executive Director – NHEI  
Mr. Pradeep Kote, Sr Director-NHEI  
Mr. Muralidharan K- Sr Manager  
Mr. Pradeep Raj- HR Manager  
Ms. Vandhana R – HR Manager  
Dr. Santhosh Kumar- Faculty placement coordinator –CSE1  
Ms. Shruthi G R - Faculty placement coordinator –ISE  
Mr. Sunil & Ms. Anitha Nair – Faculty placement coordinator –EEE  
Mr. Nagendra R – Faculty placement coordinator - ECE  
Dr. Rajshree R S- Faculty placement coordinator – AIML  
Dr. Rathish R – Faculty placement coordinator – CE, CSE2  
Mr. Sujeeth Swami– Faculty placement coordinator – Mechanical  
Mr. Govindaraj M & Dr. Vasumathi M T- Faculty placement coordinator- MCA  
Ms. Shubha – Office Executive  
Ms. Sheeba R- Executive Assistant

### **Members Absent:**

Dr. Suganya R-Faculty placement coordinator –CSE(DS)

### **Agenda: Brief to faculty coordinators of all departments on the drives, training**

#### **Meeting Notes:**

1. Brief on drive for Siemens 2026 Batch for EEE & ECE scheduled on 4<sup>th</sup> July 2025.
2. Faculty coordinators to ensure that all eligible students' of 2026 batch must register for Xperi campus drive. For AMD campus drive 642 were eligible and only 430 students registered. We need to take decision on blocking the students for consecutive drives.
3. Faculty coordinator-ISE raised the concern on the students with less than 9 CPGA are getting registered in the portal for Glean campus drive though the Glean eligibility criteria being 9.0 and above. Sr ED HRD asked Iamneo team to give clarity on this error which is a major concern that might affect the registrations for other drives. Iamneo team to rectify the error at the earliest.
4. Mr. Pradeep Raj to do the Portal Analysis for Glean registrations by end of the day itself.
5. It was discussed whether to shift to new campus drive portal and all gave consensus to shifting to Neopat 2.0 drive portal.
6. Iamneo team was asked for the delay in providing the access login to Neopat2.0 drive portal to faculty coordinators. It was informed to

immediately provide training and login access to all faculty coordinators by end of the day.

7. Discussed on action to be taken for students not registering for drives.

It was unanimously decided that:

- a. Students not registering for drives above 10 LPA cannot register for any dream company.
  - b. If students do not opt in for consecutive 3 company drives, they will not be eligible/ will be blocked for the next 10 consecutive drives.
8. Discussions on drives held in the month of July, August and September 2025. It was decided to implement the policy regarding the eligible students not registering for the drives.
  9. It was informed not to schedule the campus drives on 7<sup>th</sup> & 8<sup>th</sup> of July due to Silver Jubilee celebrations.
  10. Company specific training to be conducted especially for Capgemini drives who are planning to hire around 300 students. Faculty coordinators were informed that 8 to 10 days in house training will be conducted and also two days company training will be conducted for which the students need to be prepared.
  11. Faculty Coordinators are required to be available for the company presentation.
  12. Faculty coordinators were informed on the vacation training commencing from 18<sup>th</sup> August 2025 for 20 days for 2027 batch students.
  13. Mr. Jayachandran, Aptitude Trainer was informed to give the time table for the 2026 batch company specific training.
  14. Clarity was given regarding students not opting/ not seeking for placements and withdrawal from campus placements. Students should not opt even for one company drive to be approved for not seeking placements. Faculty coordinators should verify the same and then submit the form to Department of HRD. The deadline is 15<sup>th</sup> July 2025 for departments to submit the Not seeking placement forms. The soft copies of the Not seeking forms will be sent to the respective department from department of HRD. The hard copies of the withdrawal pink forms shall be sent to the departments.

**Sd/-**

**Senior Executive Director/ Sr Director**

**NHEI**