NEW HORIZON COLLEGE OF ENGINEERING

DEPARTMENT OF HRD

MINUTES OF MEETING

Date	Time	Venue
13/09/2025	3:15 pm -4:30 pm	Sr. Director's Cabin, Department of HRD

Members Present:

Sl No	Name	Designation
1	Mr. Pradeep Kote	Sr. Director - HRD
2	Mr. K Muralidharan	Sr. HR Manager
3	Ms. Mohana Venkatappa	HR Manager
4	Ms. Sneha Priya M	Trainer
5	Ms. Hemavathi R	Trainer
6	Mr. Karthikeyan G	Trainer
7	Mr. Laxman Rao S P	Trainer
8	Mr. Milan H	Trainer
9	Ms. Sheeba R	Executive Assistant – Principal
10	Ms. Rakhee Kundu	Office Executive

Members Absent:

Sl No	Name	Designation
1	Mr. R Pradeep Raj	HR Manager
2	Mr. Dilip M Badagi	Trainer

Agenda:

Sl No	Particulars
1	Better Organization of Drives, efficiency of Drive management
2	Mapping of HR Managers and trainers
3	Collection of offer letters – Office and HR Managers
4	Code Tantra Evaluation to be planned
5	Superset Activation
6	Update on student ambassadors
7	Discussion on HRD Policy document

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Sl No	Discussion Point	Action Item	Member Responsible	Tentative date of completion
1	Drive organization has not reached a satisfactory level, confusion still exists	Drive to be managed better – end to end communication before and after drive to be clear and complete. Attendance tracking to be taken care of	HR managers	Regular practice
2	Mapping of Trainers to HR managers for efficiently conducting the drive.	Each HR manager to be mapped to 2 trainers (1 primary and 1 secondary) for each drive. This would be a consistent process	HR Managers and trainers	Always
3	Consistent mapping of HR manager to trainer	Ms. Sneha mapped to Mr. Muralidharan. Mr. Laxman mapped to Mr. Pradeep Raj.	HR Manager & Trainer	NA
4	Information sharing with Departments	HODs and Faculty coordinators of respective departments to be informed about students registering for drives, details about students progressing to Round 1, Round 2 to be shared.	HR Managers	Regular practice
5	Handling of Offer Letters in department	1) If Offer letters are received on the day of drive or the next day, HR managers to collect offer letters and handover 1 hard copy to HRD office. 2) If offer letters come in later, HRD office to collect them, file, share soft and hard copies and to respective HR Managers.	HR manager and Office Executive	Regular practice
6	Code Tantra Update – Student Mapping sorted	1) Monthly Code Tantra evaluation details to be shared with students. 2) Monthly assessments to be planned and assessment topic to be shared in advance.	Mr. Laxman	
7	Superset Activation	Superset to be activated by 22nd / 23rd September. Faculty Department Coordinators to validate CGPA / Percentage.	Mr. Laxman	
8	HRD policy document feedback	Modifications to be made as discussed and agreed upon	Sr. Director-HRD	

19/9/25

Sr. Director-HRD

NEW HORIZON COLLEGE OF ENGINEERING

DEPARTMENT OF HRD

MINUTES OF MEETING

Date	Time	Venue
19/09/2025	5:30 pm - 6:30 pm	Sr. Director's Cabin, Department of HRD

Members Present:

Sl No	Name	Designation
1	Mr. Pradeep Kote	Sr. Director - HRD
2	Mr. K Muralidharan	Sr. HR Manager
3	Mr. Pradeep Raj	HR Manager
4	Ms. Sneha Priya M	Trainer
5	Ms. Hemavathi R	Trainer
6	Mr. Karthikeyan G	Trainer
7	Mr. Laxman Rao S P	Trainer
8	Mr. Milan H	Trainer
9	Ms. Sheeba R	Executive Assistant – Principal
10	Ms. Rakhee Kundu	Office Executive

Members Absent:

Sl No	Name	Designation
1	Mr. Karthikeyan G	Trainer
2	Ms. Mohana Venkatappa	HR Manager

Agenda:

Sl No	Particulars
1	Conneqtion and Capgemini SAP F2F interview – 27th September
2	Feedback of Honeywell event – 17th September
3	Instructions w.r.t communication with students
4	Instructions w.r.t communication with HODs
5	Code Tantra analysis and Superset interaction
6	HR managers to work on companies not visited yet
7	Oracle, EY, Infosys and Speridian drives planning
8	Code Tantra Faculty Coordinators meeting scheduling
9	Superset Instructions for students
10	Update on Samsung visit

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Sl No	Discussion Point	Action Item	Member Responsible	Tentative date of completion
1	Capgemini SAP – F2F interview and Conneqtion drive scheduled on 27th September	1) Auditorium to be booked for Pre-placement talk. 2) All Library discussion rooms to be booked 3) HR managers responsible for Capgemini and Conneqtion recruitments to manage the drives efficiently.	Booking Auditorium and Library -Rakhee MR. Muralidharan and Mr. Pradeep Raj	25th September 2025
2	Honeywell Interaction program feedback – 17th September 2025	Event was successful; however, it was a learning experience for the team. Could have been planned and organized better. Minute details should have been taken care of. In future, for such events, equal distribution of tasks to be ensured.	HRD Team	
3	Communication with Students	1) No language other than English to be used to communicate with Students. 2) Using slangs is prohibited. 3) Team should always be professional with students.	HRD Team	Regular Practice
4	Communication with HODs	1) Team to avoid direct communication with HODs. 2) Any verbal communication to be routed through Sr. Director. 3) Mail communication with HODs to be drafted by HR Managers / Trainers and sent to Sr. Director's mail, which post review will be shared with HODs. 4) Sr. Director to be kept informed about all communication with HODs.	HR Managers / Trainers	Regular practice
5	Code Tantra analysis and Superset	Interaction w.r.t Code Tantra and Superset will increase in the coming days. Team needs to discuss and prepare in the right way.	Mr. Laxman and Mr. Karthikeyan	1 week

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6	Companies not visited yet	HR managers to identify companies who have not yet visited us this year.	HR Managers	ASAP
7	Oracle, EY, Infosys and Speridian drives planning	Oracle drive to be planned. EY will be hiring more than last year and primarily hiring SAP students. Infosys will be visiting on 8th and 9th October. Speridian drive for 2026 batch students on 10th October.	Mr. Muralidharan – Oracle HR Managers to plan accordingly	October 1st week
8	Scheduling of Faculty Coordinators meeting	1) Faculty coordinators meeting to be scheduled fortnightly either on Tuesdays or Wednesdays at 3:30 pm. 2) Review contact details of Faculty coordinators and include new coordinators in the group.	Rakhee	25th September 2025
9	Publishing of Jobs	No more jobs to be published in the NEOPAT portal. All job-related communication to be done through WhatsApp groups.	HR Managers	
10	Superset Instructions to students – 2027 batch	1) Gmail ids to be used as primary mail ids and Official mail ids to be secondary. 2) Students to update 10th and 12th marks and percentage. Superset to validate if percentage entered is correct. 3) UG/ PG marks cannot be updated. 4) Students to be instructed to use sensible user IDs.	Trainers	
11	Update on Samsung visit	Samsung is looking to upskill 35-40 students from 2027,2028 batch		

Sr. Director-HRD