

# **Paavai Engineering College**

## **Training & Placement**

### **Minutes of Meeting**

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Circular

<b>Meeting Date</b>	- July 6,2015
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 11.30 AM

### INVITIES

1. Mr. Srinivasan - Training & Placement Director
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulselvi - Placement Trainee

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Minutes of Meeting

<b>Meeting Date</b>	- July 6,2015
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 11.30 AM

#### IN ATTENDANCE

1. Mr. Srinivasan - Training & Placement Director
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulselvi - Placement Trainee

#### AGENDA:

1. Briefing of the duties and responsibilities of the placement team .
2. Deciding on the training programme service provider for the eligible Students.

#### PROCEEDINGS:

1. Meeting was called to order at 11:30 AM by Mr.Srinivasan, Placement Director.
2. Mr. Srinivasan briefed on the upcoming On Campus drive by the Team-Tech Mahindra.

- Eligible Departments : CSE,IT,ECE,EEE,MECH,MCT
- Eligibility Criteria : 60% in 10<sup>th</sup>, 70% in Dip/12<sup>th</sup>, 60% in Graduation (Upto 5<sup>th</sup> Semester), No Standing Arrears

- Selection Process :

Round -1: Online test

Round -2: Essay Writing

Round-3: Technical Interview

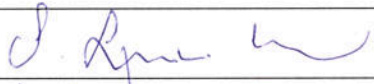


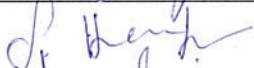

Round-4: HR Interview

3. The On campus drive is scheduled on Aug 28,2015
  4. Eligible students count to be ready by Jul 16,2015.
  5. The above details to be briefed to the department placement coordinators.
  6. Computer labs to be identified for conducting the test on the drive day.
  7. Talent sprint will be hosting the Training Programme for the eligible students.
- It offers company pattern online tests with answers for the students throughout the year.
  - Study Materials

**Action Plan**

S.NO	Action Task	Responsible /Deadline
1	Conduct training for Aptitude class	Training Team
2	Organize Mock interview	Training Team

8. Meeting adjourned at 12.15 PM.
9. Minutes submitted by Placement Coordinator, A.Arulselvi.

S.No	Name	Sign
1.	Mr. Srinivasan	
2.	Mr.V.Ravindra Krishna Chandar	
3.	Ms. A.Suganya	
4.	Ms. S.Hamsaveni	
5.	Ms.A.Arulselvi	

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Minutes of Meeting

<b>Meeting Date</b>	- Jan 3,2016
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 11.00 AM

#### IN ATTENDANCE

1. Mr. Srinivasan - Training & Placement Director
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulselvi - Placement Trainee

#### AGENDA

1. Briefing of the duties and responsibilities of the placement team .
2. Deciding on the training programme service provider for the eligible Students.

#### PROCEEDINGS

1. Meeting was called to order at 11:30 AM by Mr.Srinivasan, Placement Director.

#### Steps Taken for Last Meeting Action Plan

S.NO	Action Task	Result for Task
1	Need training for Aptitude class	Training given for 2 weeks
2	Organize Mock interview	Conduct Mock interview

2. Mr. Srinivasan briefed drive by the Team-Cognizant Technology Solution.

- Eligible Departments : CSE,ECE,EEE,IT,MCA
- Eligibility Criteria : 60% in 10<sup>th</sup>, 70% in Dip/12<sup>th</sup>, 60% in Graduation (Upto 5<sup>th</sup> Semester), No Standing Arrears
- Selection Process :

Round -1: Online test

Round-2: Technical Interview


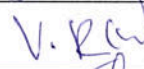
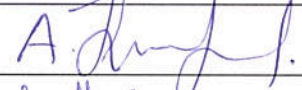
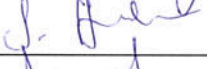

Round-3: HR Interview

1. The On campus drive is scheduled on Feb 2 ,2016
  2. Eligible students count to be ready by Jan10,2016.
  3. The above details to be briefed to the department placement coordinators.
  4. Computer labs to be identified for conducting the test on the drive day.
  5. Training Department will be hosting the Training Programme for the eligible students.
- It offers company pattern online tests with answers for the students throughout the year.
  - Study Materials

**Action Plan**

S.NO	Action Task	Responsible /Deadline
1	Students want self Introduction	Training Team
2	Need Mock Interview	Training Team

6. Meeting adjourned at 12.15 PM.
7. Minutes submitted by Placement Coordinator, A.Arulselvi.

S.No	Name	Sign
1.	Mr. Srinivasan	
2.	Mr.V.Ravindra Krishna Chandar	
3.	Ms. A.Suganya	
4.	Ms. S.Hamsaveni	
5.	Ms.A.Arulselvi	



# **PAAVAI ENGINEERING COLLEGE**

## **Placement & Training**

### **Circular**

**Meeting Date** - |Jan 19,2016  
**Meeting Venue** - GD Hall – Placement & Training Centre  
**Meeting Time** - 10.30 AM

#### **INVITES**

1. Mr. Srinivasan - Training & Placement Director
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulselvi - Placement Trainee

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Minutes of Meeting

<b>Meeting Date</b>	- Jan 19,2016
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 10.30 AM

#### IN ATTENDANCE

1. Mr. Srinivasan - Training & Placement Director
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulselvi - Placement Trainee

#### AGENDA:

1. Briefing of the duties and responsibilities of the placement team .
2. Deciding on the training programme service provider for the eligible Students.

#### PROCEEDINGS:

1. Meeting was called to order at 11:30 AM by Mr.Srinivasan, Placement Director.

#### Steps Taken for Last Meeting Action Plan

S.NO	Action Task	Responsible /Deadline
1	Students want self Introduction	Self Introduction session allocated
2	Need Mock Interview	Conducted by Training Team

2. Mr.Srinivasan briefed drive by the Team- Polaris Consulting & Services Limited.

- Eligible Departments : CSE,IT,ECE,EEE,MECH,MCT
- Eligibility Criteria : 60% in 10<sup>th</sup>, 70% in Dip/12<sup>th</sup>, 60% in Graduation (Upto 5<sup>th</sup> 70% in Semester), No Standing Arrears



- Selection Process :

Round -1: Online test

Round-2: Technical Interview


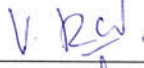
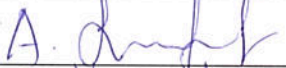


Round-3: HR Interview

8. The On campus drive is scheduled on Feb 16 ,2016
  9. Eligible students count to be ready by Jan 28, 2016.
  10. The above details to be briefed to the department placement coordinators.
  11. Computer labs to be identified for conducting the test on the drive day.
  12. Training Department will be hosting the Training Programme for the eligible students.
- It offers company pattern online tests with answers for the students throughout the year.
  - Study Materials

**Action Plan**

S.NO	Action Task	Responsible /Deadline
1	Need Communication training	Training Team
2	Students want Group Discussion Training	Training Team

13. Meeting adjourned at 12.15 PM.
14. Minutes submitted by Placement Coordinator, A.Arulselvi.

S.No	Name	Sign
1.	Mr. Srinivasan	
2.	Mr.V.Ravindra Krishna Chandar	
3.	Ms. A.Suganya	
4.	Ms. S.Hamsaveni	
5.	Ms.A.Arulselvi	

- Selection Process :

Round -1: Online test

Round-2: Technical Interview





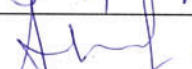
Round-3: HR Interview

8. The On campus drive is scheduled on Feb 16 ,2016
  9. Eligible students count to be ready by Jan 28, 2016.
  10. The above details to be briefed to the department placement coordinators.
  11. Computer labs to be identified for conducting the test on the drive day.
  12. Training Department will be hosting the Training Programme for the eligible students.
- It offers company pattern online tests with answers for the students throughout the year.
  - Study Materials

**Action Plan**

S.NO	Action Task	Responsible /Deadline
1	Need Communication training	Training Team
2	Students want Group Discussion Training	Training Team

13. Meeting adjourned at 12.15 PM.
14. Minutes submitted by Placement Coordinator, A.Arulselvi.

S.No	Name	Sign
1.	Mr. Srinivasan	
2.	Mr.V.Ravindra Krishna Chandar	
3.	Ms. A.Suganya	
4.	Ms. S.Hamsaveni	
5.	Ms.A.Arulselvi	

# **PAAVAI ENGINEERING COLLEGE**

## **Placement & Training**

### **Circular**

**Meeting Date** - Jan 28,2016  
**Meeting Venue** - GD Hall – Placement & Training Centre  
**Meeting Time** - 3.30 PM

#### **INVITES**

1. Mr. Srinivasan - Training & Placement Director
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulselvi - Placement Trainee

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Minutes of Meeting

**Meeting Date** - Jan 28,2016  
**Meeting Venue** - GD Hall – Placement & Training Centre  
**Meeting Time** - 3.30 PM

#### IN ATTENDANCE

1. Mr. Srinivasan - Training & Placement Director
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulselvi - Placement Trainee

#### AGENDA:

1. Briefing of the duties and responsibilities of the placement team .
2. Deciding on the training programme service provider for the eligible Students.

#### PROCEEDINGS:

1. Meeting was called to order at 3:30 PM by Mr.Srinivasan, Placement Director.

#### Steps Taken for Last Meeting Action Plan




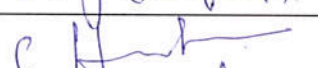

S.NO	Action Task	Responsible /Deadline
1	Need Communication training	Conducted Weekly three hours
2	Students want Group Discussion Training	Conducted

2. Drive date confirm on Feb 2,2016
3. The following points were discussed regarding the observation given by the Tech Mahindra HR team
  - Students lack good communication skills and are unable to express their ideas.
  - Students must develop the habit of gaining in depth knowledge in their field.
  - Project work should be given prime importance.
4. Students feedback : As discussed by the placement coordinators
  - The training sessions would have been even more useful if it was given in their pre-final year.
  - They need more of Aptitude classes.
  - Tech Mahindra pattern mock online tests were useful.
5. Placement director advised the placement coordinators to focus on increasing the number of on campus selects by giving regular intensive training and mock tests.
6. Placement director appreciated the Principal, Department heads and the students for their excellent cooperation.

**Action Plan**

S.NO	Action Task	Responsible /Deadline
1	Students need mock test	Training Team
2	Need motivation session	Director

7. Meeting adjourned at 4.30 PM.
8. Minutes submitted by Placement Coordinator, A.Arulselvi.

S.No	Name	Sign
1.	Mr. Srinivasan	
2.	Mr.V.Ravindra Krishna Chandar	
3.	Ms. A.Suganya	
4.	Ms. S.Hamsaveni	
5.	Ms.A.Arulselvi	



# **PAAVAI ENGINEERING COLLEGE**

## **Placement & Training**

### **Circular**

**Meeting Date** - Dec 14,2015  
**Meeting Venue** - GD Hall – Placement & Training Centre  
**Meeting Time** - 11.30 AM

#### **INVITES**

1. Mr. Srinivasan - Training & Placement Director
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulselvi - Placement Trainee



# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Minutes of Meeting

<b>Meeting Date</b>	- Dec 14,2015
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 11.30 AM

#### IN ATTENDANCE

1. Mr. Srinivasan - Training & Placement Director
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulselvi - Placement Trainee

#### AGENDA:

1. Briefing of the duties and responsibilities of the placement team for the On Campus Drive.
2. Deciding on the refresher training programme for the eligible Students.

#### PROCEEDINGS:

1. Meeting was called to order at 11:30 AM by Mr.Srinivasan, Placement Director.

#### Steps Taken for Last Meeting Action Plan

S.NO	Action Task	Responsible /Deadline
1	Students need mock test	Conducted Mock Test
2	Need motivation session	Session conducted for Motivation

2. Mr.Srinivasan briefed on the upcoming On Campus drive by TVS Sundaram Fasteners Ltd.

- Eligible Departments :MECH,MCT
- Eligibility Criteria : 60% throughout in academics, No standing arrears
- Selection Process :

Round -1: Technical Objective test

Round-2: Technical Interview



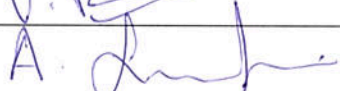


Round-3: HR Interview

3. The On campus drive is scheduled on Jan 1 2016.
4. Eligible students count to be ready by Dec 17 2015.
5. The above details to be briefed to the department placement coordinators.

**Action Plan**

S.NO	Action Task	Responsible /Deadline
1	Students need mock test	Training Team
2	Need motivation session	Director

6. Meeting adjourned at 12.30 PM.
7. Minutes submitted by Placement Coordinator A.Suganya

S.No	Name	Sign
1.	Mr. Srinivasan	
2.	Mr.V.Ravindra Krishna Chandar	
3.	Ms. A.Suganya	
4.	Ms. S.Hamsaveni	
5.	Ms.A.Arulselvi	

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Circular

**Meeting Date** - June 29,2016  
**Meeting Venue** - GD Hall – Placement & Training Centre  
**Meeting Time** - 1.30 PM

#### INVITES

1. Mr. Srinivasan - Training & Placement Director
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulselvi - Placement Trainee

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Minutes of Meeting

<b>Meeting Date</b>	- June 29,2016
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 1.30 PM

#### IN ATTENDANCE

1. Mr. Srinivasan	- Training & Placement Director
2. Mr.V.Ravindra Krishna Chandar	- Placement Officer
3. Ms. A.Suganya	- Placement Trainee
4. Ms. S.Hamsaveni	- Placement Trainee
5. Ms.A.Arulselvi	- Placement Trainee

#### AGENDA:

- 1 Briefing of the duties and responsibilities of the placement team .
2. Deciding on the training programme service provider for the eligible Students.

#### PROCEEDINGS:

1. Meeting was called to order at 11:30 AM by Mr.Srinivasan, Placement Director.

#### Steps Taken for Last Meeting Action Plan

S.NO	Action Task	Responsible /Deadline
1	Students need mock test	Conducted Mock Test
2	Need motivation session	Session conducted for Motivation

2. Mr.Srinivasan briefed on the upcoming On Campus drive by the Team-Tech Mahindra.

- Eligible Departments : CSE,IT,ECE,EEE,MECH,MCT
- Eligibility Criteria : 60% in 10<sup>th</sup>, 70% in Dip/12<sup>th</sup>, 60% in Graduation (Upto 5<sup>th</sup> Semester), No Standing Arrears
- Selection Process :

Round -1: Online test

Round -2: Essay Writing

Round-3: Technical Interview






Round-4: HR Interview

1. The On campus drive is scheduled on Aug 26,2016
  2. Eligible students count to be ready by Jul 10,2016.
  3. The above details to be briefed to the department placement coordinators.
  4. Computer labs to be identified for conducting the test on the drive day.
  5. Talentsprint will be hosting the Training Programme for the eligible students.
- It offers company pattern online tests with answers for the students throughout the year.
  - Study Materials

**Action Plan**

S.NO	Action Task	Responsible /Deadline
1	Practice need in online Test	Training Team
2	Need Tech Mahindra Pattern Test	Director

6. Meeting adjourned at 3.15 PM.
7. Minutes submitted by Placement Coordinator, A.Suganya.

S.No	Name	Sign
1	Mr. Srinivasan	
2	Mr.V.Ravindra Krishna Chandar	
3	Ms. A.Suganya	
4	Ms. S.Hamsaveni	
5	Ms.A.Arulselvi	



# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Circular

**Meeting Date** - Oct 28,2016  
**Meeting Venue** - GD Hall – Placement & Training Centre  
**Meeting Time** - 10.30 AM

#### INVITES

1. Mr. Srinivasan - Training & Placement Director
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulsevi - Placement Trainee



# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Minutes of Meeting

- Meeting Date** - Oct 28,2016  
**Meeting Venue** - GD Hall – Placement & Training Centre  
**Meeting Time** - 10.30 AM

#### IN ATTENDANCE

1. Mr. Srinivasan - Training & Placement Director
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulselvi - Placement Trainee

#### AGENDA:

1. Briefing of the duties and responsibilities of the placement team Hexaware Technology .
2. Deciding on the training programme service provider for the eligible Students.

#### PROCEEDINGS:

1. Meeting was called to order at 11:30 AM by Mr.Srinivasan, Placement Director.

#### Steps Taken for Last Meeting Action Plan

S.NO	Action Task	Responsible /Deadline
1	Practice need in online Test	Online Test Conducted
2	Need Tech Mahindra Pattern Test	Question Paper based Test conducted

2. Mr.Srinivasan briefed drive by the Team-.Hexaware Technology

- Eligible Departments : CSE,IT,ECE,EEE,MECH,MCT
- Eligibility Criteria : 60% in 10<sup>th</sup>, 70% in Dip/12<sup>th</sup>, 60% in Graduation (Upto 5<sup>th</sup>

70% in Semester), No Standing Arrears

- Selection Process :

Round -1: Online test

Round-2: Technical Interview





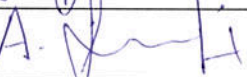
Round-3: HR Interview

1. The On campus drive is scheduled on Dec 12 ,2016
  2. Eligible students count to be ready by Oct 29, 2016.
  3. The above details to be briefed to the department placement coordinators.
  4. Computer labs to be identified for conducting the test on the drive day.
  5. Training Department will be hosting the Training Programme for the eligible students.
- It offers company pattern online tests with answers for the students throughout the year.
  - Study Materials

**Action Plan**

S.NO	Action Task	Responsible /Deadline
1	Practice need in Verbal's	Training Team
2	Need Test	Placement Coordinator

6. Meeting adjourned at 12.15 PM.
7. Minutes submitted by Placement Coordinator, A.Arulselvi.

S.No	Name	Sign
1	Mr. Srinivasan	
2	Mr.V.Ravindra Krishna Chandar	
3	Ms. A.Suganya	
4	Ms. S.Hamsaveni	
5	Ms.A.Arulselvi	

# **PAAVAI ENGINEERING COLLEGE**

## **Placement & Training**

### **Circular**

**Meeting Date** - Feb 5 ,2017  
**Meeting Venue** - GD Hall – Placement & Training Centre  
**Meeting Time** - 3.30 PM

#### **INVITES**

1. Mr. Srinivasan - Training & Placement Director
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulselvi - Placement Trainee

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Minutes of Meeting

**Meeting Date** - Feb 5 ,2017  
**Meeting Venue** - GD Hall – Placement & Training Centre  
**Meeting Time** - 3.30 PM

#### IN ATTENDANCE

1. Mr. Srinivasan - Training & Placement Director
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulselvi - Placement Trainee

#### AGENDA:

1. Briefing of the duties and responsibilities of the placement team .
2. Deciding on the training programme service provider for the eligible Students.

#### PROCEEDINGS:

1. Meeting was called to order at 3:30 PM by Mr.Srinivasan, Placement Director.

#### Steps Taken for Last Meeting Action Plan

S.NO	Action Task	Responsible /Deadline
1	Practice need in Verbal's	Training given by Trainers
2	Need Test	Plan to conduct paper based test


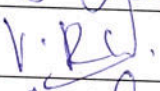


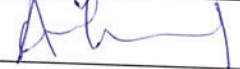


2. Hinduja Global Solution Drive date confirm on March 4,2017
3. The following points were discussed regarding the observation given by the Tech Mahindra HR team
  - Students lack good communication skills and are unable to express their ideas.
  - Students must develop the habit of gaining in depth knowledge in their field.
  - Project work should be given prime importance.
4. Students feedback : As discussed by the placement coordinators
  - The training sessions would have been even more useful if it was given in their pre-final year.
  - They need more of Aptitude classes.
  - Tech Mahindra pattern mock online tests were useful.
5. Placement director advised the placement coordinators to focus on increasing the number of on campus selects by giving regular intensive training and mock tests.
6. Placement director appreciated the Principal, Department heads and the students for their excellent cooperation.

**Action Plan**

S.NO	Action Task	Responsible /Deadline
1	Need Practice For Group Discussion Round	Training Team
2	Verbal writing test Pattern for Eligibles	Training Team/Placement coordinator

7. Meeting adjourned at 4.30 PM.
8. Minutes submitted by Placement Coordinator, A.Arulselvi.

S.No	Name	Sign
1.	Mr. Srinivasan	
2.	Mr.V.Ravindra Krishna Chandar	
3.	Ms. A.Suganya	
4.	Ms. S.Hamsaveni	
5.	Ms.A.Arulselvi	

# **PAAVAI ENGINEERING COLLEGE**

## **Placement & Training**

### **Circular**

**Meeting Date** - Jan 23, 2018  
**Meeting Venue** - GD Hall – Placement & Training Centre  
**Meeting Time** - 11.30 AM

#### **INVITES**

1. Mr. Srinivasan - Training & Placement Director
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulsevi - Placement Trainee



# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Minutes of Meeting

<b>Meeting Date</b>	- Jan 23, 2018
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 11.30 AM

#### IN ATTENDANCE

1. Mr. Srinivasan - Training & Placement Director
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulselvi - Placement Trainee

#### AGENDA:

1. Briefing of the duties and responsibilities of the placement team for the On Campus Drive.
2. Deciding on the refresher training programme for the eligible Students.

#### PROCEEDINGS:

1. Meeting was called to order at 11:30 AM by Mr.Srinivasan, Placement Director.

#### Steps Taken for Last Meeting Action Plan

S.NO	Action Task	Responsible /Deadline
1	Need Practice For Group Discussion Round	Practice given by Training Team
2	Verbal writing test Pattern for Eligible	Practice given

2. Mr.Srinivasan briefed on the upcoming On Campus drive by TVS Upasana.

- Eligible Departments : MECH,MCT
- Eligibility Criteria : 60% throughout in academics, No standing arrears
- Selection Process :

Round -1: Technical Objective test

Round-2: Technical Interview

Round-3: HR Interview

3. The On campus drive is scheduled on Feb 23,2018

4. Eligible students count to be ready by Feb 2,2018.

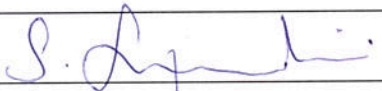




5. The above details to be briefed to the department placement coordinators.

**Action Plan**

S.NO	Action Task	Responsible /Deadline
1	Need Technical Classes	Placement Coordinator
2	Need Test in Technical objective test	Training Team/Placement coordinator

6. Meeting adjourned at 12.30 PM.

7.Minutes submitted by Placement Coordinator A.Suganya

S.No	Name	Sign
1	Mr. Srinivasan	
2	Mr.V.Ravindra Krishna Chandar	
3	Ms. A.Suganya	
4	Ms. S.Hamsaveni	
5	Ms.A.Arulsevi	

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Circular

**Meeting Date** - Feb 12,2018  
**Meeting Venue** - GD Hall – Placement & Training Centre  
**Meeting Time** - 11.30 AM

#### INVITES

1. Mr. Srinivasan - Training & Placement Director
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulsevi - Placement Trainee

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Minutes of Meeting

**Meeting Date** - Feb 12,2018  
**Meeting Venue** - GD Hall – Placement & Training Centre  
**Meeting Time** - 11.30 AM

#### IN ATTENDANCE

1. Mr. Srinivasan - Training & Placement Director
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulselvi - Placement Trainee

#### AGENDA:

1. Briefing of the duties and responsibilities of the placement team for the On Campus Drive.
2. Deciding on the refresher training programme for the eligible Students.

#### PROCEEDINGS:

1. Meeting was called to order at 11:30 AM by Mr.Srinivasan, Placement Director.

#### Steps Taken for Last Meeting Action Plan

S.NO	Action Task	Responsible /Deadline
1	Need Technical Classes	Conduct Technical class
2	Need Test in Technical objective test	Trainers conduct Test

2. Mr.Srinivasan briefed on the upcoming On Campus drive by Harita TechServ.

- Eligible Departments : MECH,MCT
- Eligibility Criteria : 60% throughout in academics, No standing arrears

- Selection Process :

Round -1: Technical Objective test

Round-2: Technical Interview

Round-3: HR Interview

3. The On campus drive is scheduled on Feb 23,2018

4. Eligible students count to be ready by Feb 2,2018.






5. The above details to be briefed to the department placement coordinators.

**Action Plan**

S.NO	Action Task	Responsible /Deadline
1	Need Technical based test	Placement coordinator Training Team
2	Need Practice in HR Round	Training Team

6. Meeting adjourned at 12.30 PM.

7. Minutes submitted by Placement Coordinator A.Suganya

S.No	Name	Sign
1	Mr. Srinivasan	
2	Mr.V.Ravindra Krishna Chandar	
3	Ms. A.Suganya	
4	Ms. S.Hamsaveni	
5	Ms.A.Arulselvi	



# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Circular

**Meeting Date** - Feb 16,2018  
**Meeting Venue** - GD Hall – Placement & Training Centre  
**Meeting Time** - 10.30 AM

#### INVITES

1. Mr. Srinivasan - Training & Placement Director
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulselvi - Placement Trainee

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Minutes of Meeting

<b>Meeting Date</b>	- Feb 16,2018
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 10.30 AM

#### IN ATTENDANCE

1. Mr. Srinivasan - Training & Placement Director
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulsevi - Placement Trainee

#### AGENDA:

1. Briefing of the duties and responsibilities of the placement team for the On Campus Drive.
2. Deciding on the refresher training programme for the eligible Students.

#### PROCEEDINGS:

1. Meeting was called to order at 10:30 AM by Mr.Srinivasan, Placement Director.

#### Steps Taken for Last Meeting Action Plan

S.NO	Action Task	Responsible /Deadline
1	Need Technical based test	Test conducted
2	Need Practice in HR Round	Training Team organize to do

2. Mr.Srinivasan briefed on the upcoming On Campus drive by L.G Bala Krishna Ltd.

- Eligible Departments : MECH,MCT
- Eligibility Criteria : 60% throughout in academics, No standing arrears

- Selection Process :

Round -1: Technical Objective test

Round-2: Technical Interview

Round-3: HR Interview

3. The On campus drive is scheduled on March 3,2018

4. Eligible students count to be ready by Feb 19,2018.

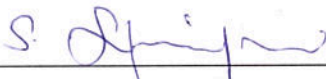




5. The above details to be briefed to the department placement coordinators.

**Action Plan**

S.NO	Action Task	Responsible /Deadline
1	Need Company Based question Paper test	Placement coordinator Training Team
2	Question Paper discussion	Training Team

6. Meeting adjourned at 12.30 PM.

7.Minutes submitted by Placement Coordinator A.Suganya

S.No	Name	Sign
1	Mr. Srinivasan	
2	Mr.V.Ravindra Krishna Chandar	
3	Ms. A.Suganya	
4	Ms. S.Hamsaveni	
5	Ms.A.Arulselvi	

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Circular

**Meeting Date** - July 7, 2018  
**Meeting Venue** - GD Hall – Placement & Training Centre  
**Meeting Time** - 11.30 AM

#### INVITES

1. Mr. Srinivasan - Training & Placement Director
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulselvi - Placement Trainee

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Minutes of Meeting

<b>Meeting Date</b>	- July 7, 2018
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 11.30 AM

#### IN ATTENDANCE

1. Mr. Srinivasan - Training & Placement Director
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamshaveni - Placement Trainee
5. Ms.A.Arulsevi - Placement Trainee

#### AGENDA:

1. Briefing of the duties and responsibilities of the placement team .
2. Deciding on the training programme service provider for the eligible Students.

#### PROCEEDINGS:

1. Meeting was called to order at 11:30 AM by Mr.Srinivasan, Placement Director.

#### Steps Taken for Last Meeting Action Plan

S.NO	Action Task	Responsible /Deadline
1	Need Company Based question Paper test	Coordinators conduct Test
2	Question Paper discussion	Training Team Organize

2. Mr.Srinivasan briefed drive by the Team- ABCO Solution.

- Eligible Departments : CSE,IT,ECE,EEE
- Eligibility Criteria : 60% in 10<sup>th</sup>, 70% in Dip/12<sup>th</sup>, 60% in Graduation (Upto 5<sup>th</sup> 70% in Semester), No Standing Arrears



- Selection Proess :

Round -1: Online test

Round-2: Technical Interview


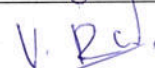


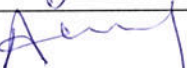
Round-3: HR Interview

8. The On campus drive is scheduled on Aug 8,2018
  9. Eligible students count to be ready by July 20,2018
  10. The above details to be briefed to the department placement coordinators.
  11. Computer labs to be identified for conducting the test on the drive day.
  12. Training Department will be hosting the Training Programme for the eligible students.
- It offers company pattern online tests with answers for the students throughout the year.
  - Study Materials

**Action Plan**

S.NO	Action Task	Responsible /Deadline
1	Need Company Based question Paper test for Technical Aptitude	Placement coordinator Training Team
2	Need code jam	Training Team

13. Meeting adjourned at 12.15 PM.
14. Minutes submitted by Placement Coordinator, A.Arulselvi.

S.No	Name	Sign
1	Mr. Srinivasan	
2	Mr.V.Ravindra Krishna Chandar	
3	Ms. A.Suganya	
4	Ms. S.Hamsaveni	
5	Ms.A.Arulselvi	

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Circular

**Meeting Date** - Aug 24, 2018  
**Meeting Venue** - GD Hall – Placement & Training Centre  
**Meeting Time** - 11.30 AM

#### INVITES

1. Mr. Srinivasan - Training & Placement Director
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulsevi - Placement Trainee

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Minutes of Meeting

- Meeting Date** - Aug 24, 2018  
**Meeting Venue** - GD Hall – Placement & Training Centre  
**Meeting Time** - 11.30 AM

#### IN ATTENDANCE

1. Mr. Srinivasan - Training & Placement Director
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulsevi - Placement Trainee

#### AGENDA:

1. Briefing of the duties and responsibilities of the placement team .
2. Deciding on the training programme service provider for the eligible Students.

#### PROCEEDINGS:

1. Meeting was called to order at 11:30 AM by Mr.Srinivasan, Placement Director.

#### Steps Taken for Last Meeting Action Plan

S.NO	Action Task	Responsible /Deadline
1	Need Company Based question Paper test for Technical Aptitude	Conducted by Placement coordinator
2	Need code jam	Code jam session going on

2. Mr.Srinivasan briefed drive by the Team- Elcompo Electronics India Pvt Ltd, Perfect Electronics.

- Eligible Departments : ECE,EEE
- Eligibility Criteria : 60% in 10<sup>th</sup>, 70% in Dip/12<sup>th</sup>, 60% in Graduation (Upto 5<sup>th</sup> 70% in Semester), No Standing Arrears
- Selection Process :

Round -1: Online test

Round-2: Technical Interview






Round-3: HR Interview

1. The On campus drive is scheduled on Sep 25,2018 and Sep 26,2018
  2. Eligible students count to be ready by Aug 28,2018
  3. The above details to be briefed to the department placement coordinators.
  4. Computer labs to be identified for conducting the test on the drive day.
  5. Training Department will be hosting the Training Programme for the eligible students.
- It offers company pattern online tests with answers for the students throughout the year.
  - Study Materials

#### Action Plan

S.NO	Action Task	Responsible /Deadline
1	Need Mock Interview	Placement coordinator Training Team
2	Need Group Discussion	Training Team

6. Meeting adjourned at 12.15 PM.
7. Minutes submitted by Placement Coordinator, A.Arulselvi.

S.No	Name	Sign
1	Mr. Srinivasan	
2	Mr.V.Ravindra Krishna Chandar	
3	Ms. A.Suganya	
4	Ms. S.Hamsaveni	
5	Ms.A.Arulselvi	

# **PAAVAI ENGINEERING COLLEGE**

## **Placement & Training**

### **Circular**

**Meeting Date** - Nov 16, 2019  
**Meeting Venue** - GD Hall – Placement & Training Centre  
**Meeting Time** - 10.30 AM

#### **INVITES**

1. Mr. R.Thamaraiselvan - Training & Placement Officer
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulsevi - Placement Trainee



# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Minutes of Meeting

<b>Meeting Date</b>	- Nov 16, 2019
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 10.30 AM

#### IN ATTENDANCE

1. Mr. R.Thamaraiselvan - Training & Placement Officer
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulselvi - Placement Trainee

#### AGENDA:

1. Briefing of the duties and responsibilities of the placement team for the On Campus Drive.
2. Deciding on the refresher training programme for the eligible Students.

#### PROCEEDINGS:

1. Meeting was called to order at 10:30 AM by Mr.R.Thamariselvan.

#### Steps Taken for Last Meeting Action Plan

S.NO	Action Task	Responsible /Deadline
1	Need Mock Interview	Conducted Mock Test
2	Need Group Discussion	Session conducted for Motivation

2. Mr.R.Thamariselvan briefed on the upcoming On Campus drive by Cap gemini.

- Eligible Departments : ECE, EEE 2020 BE Pass outs
- Eligibility Criteria : 60% throughout in academics, No standing arrear
- Selection Process :

Round -1: Aptitude test

Round-2: Technical Interview

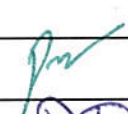

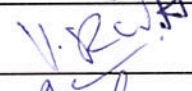


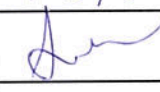
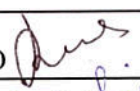
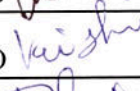
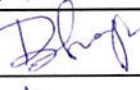
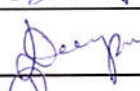
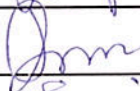
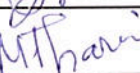
Round-3: HR Interview

3. The On campus drive is scheduled on Dec 17,2019
4. Eligible students count to be ready by Nov 19,2019.
5. The above details to be briefed to the department placement coordinators.

**Action Plan**

S.NO	Action Task	Responsible /Deadline
1	Need Resume Building	Placement coordinator Training Team
2	Need Motivation session	Placement coordinator Training Team

6. Meeting adjourned at 12.30 PM.
7. Minutes submitted by Placement Coordinator A.Suganya

S.No	Name	Sign
1	Dr.M.Prem Kumar	
2	Mr.R.Thamaraiselvan	
3	Mr.V.Ravindra Krishna Chandar	
4	Ms. A.Suganya	
5	Mr.R.Ramachandra Prabhu	
6	Ms.A.Arulselvi	
7	RiyasAhamath.S	Student Coordinator / AERO 
8	Vaishnavi.K	Student Coordinator / AERO 
9	Bharathi raja.B	Student Coordinator / AGRI 
10	DEEPIKA.S	Student Coordinator / AGRI 
11	Ranjithkumar.R	Student Coordinator / AGRI 
12	Tharani.M	Student Coordinator / AGRI 

13	Durga.G	Student Coordinator / CHEMICAL <i>Durga</i>
14	Dhinesh	Student Coordinator / CHEMICAL <i>Dhinesh</i>
15	Elavarasan.J.G	Student Coordinator / CHEMICAL <i>Elavarasan</i>
16	Lokeshwaran.M	Student Coordinator / CIVIL <i>Lokeshwaran</i>
17	Anidha .J	Student Coordinator / CIVIL <i>Anidha</i>
18	NarmathaNisha.T	Student Coordinator / CSE <i>Narmatha</i>
19	Mohamad ibrahim.M	Student Coordinator / CSE <i>Mohamad</i>
20	RAGAVI.P	Student Coordinator / CSE <i>Ragavi</i>
21	Shanthakumar.V	Student Coordinator / CSE <i>Shanthakumar</i>
22	Karunamoorthy.R	Student Coordinator / ECE <i>Karunamoorthy</i>
23	HARINI. R	Student Coordinator / ECE <i>Harini</i>
24	Prabhakaran	Student Coordinator / ECE <i>Prabhakaran</i>
25	Siva Priya	Student Coordinator / ECE <i>Siva Priya</i>
26	Ayyappan.s	Student Coordinator / EEE <i>S. Ayyappan</i>
27	Raj Prabhakar.J	Student Coordinator / EEE <i>J. Raj Prabhakar</i>
28	Sowmiya.M	Student Coordinator / IT <i>M. Sowmiya</i>
29	Vignesh.C	Student Coordinator / IT <i>Vignesh</i>
30	GOKULNATH.T	Student Coordinator / MCT <i>Gokulnath</i>
31	Arunkumar.K	Student Coordinator / MECH <i>K. Arunkumar</i>
32	Gokul	Student Coordinator / MECH <i>Gokul</i>
33	Sandhiya.D	Student Coordinator / MECH <i>Sandhiya</i>
34	Yogeshwaran.K	Student Coordinator / MECH <i>Yogeshwaran</i>

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Circular

**Meeting Date** - Dec 16,2019  
**Meeting Venue** - GD Hall – Placement & Training Centre  
**Meeting Time** - 10.30 AM

#### INVITES

1. Mr. R.Thamaraiselvan - Training & Placement officer
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulselvi - Placement Trainee



# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Minutes of Meeting

<b>Meeting Date</b>	- Dec 16,2019
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 10.30 AM

#### IN ATTENDANCE

1. Mr. R.Thamaraiselvan - Training & Placement officer
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. A.Suganya - Placement Trainee
4. Ms. S.Hamsaveni - Placement Trainee
5. Ms.A.Arulselvi - Placement Trainee

#### AGENDA:

1. Briefing of the duties and responsibilities of the placement team for the On Campus Drive.
2. Deciding on the refresher training programme for the eligible Students.

#### PROCEEDINGS:

1. Meeting was called to order at 10:30 AM by Mr. R. Thamaraiselvan.

#### Steps Taken for Last Meeting Action Plan

S.NO	Action Task	Responsible /Deadline
1	Need Resume Building	Class taken by Placement coordinator Training Team
2	Need Motivation session	Trainers conduct

2. Mr. R. Thamaraiselvan briefed on the upcoming On Campus drive by Abi Showatech.

- Eligible Departments : MECH,MCT,AERO 2020 BE Pass outs



- Eligibility Criteria : 60% throughout in academics, No standing arrears
- Selection Process :

Round -1: Technical Objective test

Round-2: Technical Interview

Round-3: HR Interview

3. The On campus drive is scheduled on Jan 8, 2020
4. Eligible students count to be ready by Dec 20, 2019.
5. The above details to be briefed to the department placement coordinators.

#### Action Plan

S.NO	Action Task	Responsible /Deadline
1	Need Resume Correction	Placement coordinator Training Team
2	Need HR Panel round Mock	Placement coordinator Training Team

6. Meeting adjourned at 12.30 PM.
7. Minutes submitted by Placement Coordinator A.Suganya

S.No	Name	Sign
1	Dr.M.PremKumar	
2	Mr.R.Thamaraiselvan	
3	Mr.V.Ravindra Krishna Chandar	
4	Ms. A.Suganya	
5	Mr.R.Ramachandra Prabhu	
6	Ms.A.Arulsevi	
7	RiyasAhamath.S	Student Coordinator / AERO
8	Vaishnavi.K	Student Coordinator / AERO
9	Bharathi raja.B	Student Coordinator / AGRI
10	DEEPIKA.S	Student Coordinator / AGRI
11	Ranjithkumar.R	Student Coordinator / AGRI
12	Tharani.M	Student Coordinator / AGRI

13	Durga.G	Student Coordinator / CHEMICAL Durga
14	Dhinesh	Student Coordinator / CHEMICAL Dhinesh
15	Elavarasan.J.G	Student Coordinator / CHEMICAL Elavarasan
16	Lokeshwaran.M	Student Coordinator / CIVIL M. Lokesh
17	Anidha .J	Student Coordinator / CIVIL Anidha
18	NarmathaNisha.T	Student Coordinator / CSE Narmatha
19	Mohamad ibrahim.M	Student Coordinator / CSE Mohamad Ibrahim
20	RAGAVI.P	Student Coordinator / CSE Ragavi
21	Shanthakumar.V	Student Coordinator / CSE V. Shanthakumar
22	Karunamoorthy.R	Student Coordinator / ECE Karunam
23	HARINI. R	Student Coordinator / ECE Harini
24	prabhakaran	Student Coordinator / ECE Prabhakar
25	Siva Priya	Student Coordinator / ECE Siva Priya
26	Ayyappan.s	Student Coordinator / EEE AB
27	Raj Prabhakar.J	Student Coordinator / EEE AB
28	Sowmiya.M	Student Coordinator / IT Sowmiya
29	Vignesh.C	Student Coordinator / IT C. Vignesh
30	GOKULNATH.T	Student Coordinator / MCTI Gokulnath
31	Arunkumar.K	Student Coordinator / MECH AB
32	Gokul	Student Coordinator / MECH AB
33	Sandhiya.D	Student Coordinator / MECH D. Sandhiya
34	Yogeshwaran.K	Student Coordinator / MECH K. Yogeshwaran