



# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

Ref: ACET/TPC/2016-17/SOP

## TRAINING AND PLACEMENTS COMMITTEE

### STANDARD OPERATING PROCEDURE (SOP)

#### AY 2016-17

1. Training and Placement Committee need to be reformed when there is change in the members of the committee.
2. SOP will be prepared by Training and Placement Committee for every academic year depending on the past experience.
3. Conduction of regular meetings with the committee members by passing circulars and intimating the agenda, venue, date and time.
4. The Training and Placement Committee needs to be formed to meet the training requirements of entire student community. Also looks forward for better career opportunities among students by enabling them on latest technologies.
5. The committee maintains corporate engagements through various platforms such as quest lectures, corporate interactions, summits and numerous other influences.
6. The Training and Placement Committee maintains good relation with multinational company HR's to know the societal needs and preparing the students accordingly.
7. The committee acts as an advisory to the training and placement cell to suggest necessary steps to be followed to increase the number of selections.
8. Usually the training sessions are planned to conduct from II year students to make them fit for the upcoming placement activities along with their regular academics.
9. The committee organizes company specific training programs based on company requirements and skills.
10. The committee also provides regular seminars to motivate the students and continuous mock interviews to benefit the students during placement drives.
11. The committee supervises and manages the whole placement process in collaboration with Training and Placement Cell.
12. Feedback is collected from students and placement personnel (Technical & HR's). Based on the feedback received, the committee conducts a meeting for further changes to be made.

Principal

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# Aditya College of Engineering & Technology

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Date: 06-06-2016

## CIRCULAR

All the members of committee are requested to attend the meeting in Seminar Hall, Aditya College of Engineering & Technology on 07/06/2016 at 2:00PM to discuss about the one week CRT programme" which is going to be conducted from 13-06-2016 to 18-06-2016.

### Agenda:

1. Introduction of committee members
2. The events to be conducted for the academic year 2016-17
3. Plan for the event to be conducted
4. Any other.

  
Coordinator


Copy to:

-Principal,

-IQAC

-All the HODs

-Committee members

  
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# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

Date: 08/06/2016

## Minutes of Language Club Committee Meeting

Date of meeting: 07/06/2016

Time: 2PM

Venue: Seminar Hall, ACET

A meeting was held on 07/06/2016 with the Training and Placement Cell Committee members in the Seminar Hall with the following agenda. The meeting was chaired by Respected Principal Sir.

### Agenda:

1. Introduction of committee members
2. The events to be conducted for the academic year 2016-17
3. Plan for the events to be conducted
4. Any other.

The list of Training and Placement Cell Committee members who attended the meeting:

S.No	Name of the Faculty	Designation	Role
1.	Dr. T.K.Ramakrishna Rao	Principal	Chairman
2.	Mr. Gudivada A Arun Kumar	Asst. Professor	Coordinator
3.	Mr. T Anjaiah	Asst. Professor	Member
4.	Ms. Balireddi Durga Anuja	Asst. Professor	Member
5.	Mr. Chalumuri Bhaskara Rao	Asst. Professor	Member
6.	Mrs. Koneti Vara Lakshmi	Asst. Professor	Member
7.	Mrs. Kotamarthi Vijay	Asst. Professor	Member
8.	Mrs. K.S.B Ambika	Asst. Professor	Member
9.	Mr. Tangella Tarun Sai	Student	Member

  
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10	Mr. Madiki Kishore Babu 14P31A03L7	Student	Member	Kishore Babu - M
11	Ms. Bagulu Satya Madhavi 14P31A0568	Student	Member	Madhavi
12	Mr. Goluguri Narayana Reddy 14P31A04D7	Student	Member	G.N. Reddy
13	Ms. Satti Anitha 16P35A0122	Student	Member	Satti
14	Ms. Madhavarapu Ganika Nooka Mahalakshmi 16P35A0407	Student	Member	Ganika - M
15	Mr. Boddu Devi Sai 15P31A0565	Student	Member	Devi Sai

#### MINUTES AND RESOLUTIONS:

1. The coordinator welcomed all the committee members.
2. All the members introduced themselves.
3. All the members discussed and prepared one rough schedule for the one week java training and coding training classes.
4. The committee members discussed about the role of each member for the smooth conduct of the event.

*Copy*  
Coordinator

Copy to:

- IQAC
- All HODs
- Admin. Officer
- Committee members

*Principal*  
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*Principal*  
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