



# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

Ref: ACET/TPC/2017-18/SOP

## TRAINING AND PLACEMENTS COMMITTEE

### STANDARD OPERATING PROCEDURE (SOP)

#### AY 2017-18

1. Training and Placement Committee need to be reformed when there is change in the members of the committee.
2. The committee will prepare the SOP for every academic year based 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 plans to offer training on coding skills and aptitude skills to the students.
6. 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.
7. Trainings should be planned to offer from second year onwards.
8. The committee organizes company specific training programs based on company requirements and skills.
9. The committee also offers to conduct regular mock interviews with the experts.
10. The committee supervises and manages the whole placement process in collaboration with Training and Placement Cell.
11. 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: 06-09-2017


## CIRCULAR

All the members of committee are requested to attend the meeting in Seminar Hall, Aditya College of Engineering & Technology on 07-09-2017 at 2:00PM to discuss about "Salesforce Training" which is going to be conducted from 11-09-2017 to 16-09-2017.

### Agenda:

1. Introduction of committee members
2. The events to be conducted for the academic year 2017-18
3. Plan for the event to be conducted
4. Any other.

  
Coordinator

  
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### Copy to:

- Principal,
- IQAC
- All the HODs
- Committee members

  
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# Aditya College of Engineering & Technology

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Date: 08/09/2017

## Minutes of Training and Placement Cell Committee Meeting

Date of meeting: 07-09-2017

Time: 2PM

Venue: Seminar Hall, ACET

A meeting was held on 07-09-2017 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 2017-18
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	Mr. 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. Voora Naga Padmavathi Devika 13P31A0158	Student	Member	Devika
14.	Ms. Pidaparthi Naga Satya Durga Priyanka 13P31A04A8	Student	Member	PNDulga
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 campus recruitment training and other placement trainings.
4. The committee members discussed about the role of each member for the smooth conduct of the event.

  
Coordinator

  
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Copy to:

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

  
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