



Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

Ref: ACET/TPC/2018-19/SOP

TRAINING AND PLACEMENTS COMMITTEE

STANDARD OPERATING PROCEDURE (SOP)

AY 2018-19

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 committee will address the requirements of the current industries and preparing the training events to achieve them.
5. The committee plans to offer conduct various programming trainings based on the student requirements.
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 practice tests and 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.

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Date: 06-12-2018

CIRCULAR

All the members of committee are requested to attend the meeting in Seminar Hall, Aditya College of Engineering & Technology on 07-12-2018 at 2:00PM to discuss about "CISCO training" which is going to be conducted from 10-12-2018 to 15-12-2018.

Agenda:

1. Introduction of committee members
2. The events to be conducted for the academic year 2018-19
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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Date: 08/09/2017

Minutes of Training and Placement Cell Committee Meeting

Date of meeting: 07-12-2018

Time: 2PM

Venue: Seminar Hall, ACET

A meeting was held on 07-12-2018 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 2018-19
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	Mr.Thiruveedula Srinivasulu	Asst. Professor	Member
5	Mr. Challapalli Shyam Kumar	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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	15P31A04N4		
10	Mr. Narapureddy Siva Satya Krishna 17P31A0396	Student	Member
11	Ms. Karri Paavani Shri Durga 17P31A0517	Student	Member
12	Mr. Vurukurthi Sri Rama Vinay 17P31A04N6	Student	Member
13	Ms. Satti Anitha 16P35A0122	Student	Member
14	Ms. Madhavarapu Ganika Nooka Mahalakshmi 16P35A0407	Student	Member
15	Mr. Boddu Devi Sai 15P31A0565	Student	Member

N.S.S. Krishna

K.P.S. Durga

V. Vinay

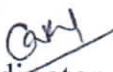
S. S.


Ganika N

Dev 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 cisco networking and coding training classes.
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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