



Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

Ref: ACET/TPC/2019-20/SOP

TRAINING AND PLACEMENTS COMMITTEE

STANDARD OPERATING PROCEDURE (SOP)

AY 2019-20

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. Committee advised to concentrate on the unplaced students in all branches and motivates them to get placement soon.
9. Committee plans to conduct new training classes on Amazon Web Services for circuit branches.
10. The committee organizes company specific training programs based on company requirements and skills.
11. The committee also offers to conduct practice tests and regular mock interviews with the experts.
12. The committee supervises and manages the whole placement process in collaboration with Training and Placement Cell.
13. 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: 03/01/2020

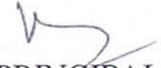
CIRCULAR

All the members of committee are requested to attend the meeting in Seminar Hall, Aditya College of Engineering & Technology on 04-01-2020 at 2:00PM to discuss about "AWS cloud computing" which is going to be conducted from 06-01-2020 to 11-01-2020.

Agenda:

1. Introduction of committee members
2. The events to be conducted for the academic year 2019-20
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: 05/01/2020

Minutes of Training and Placement Cell Committee Meeting

Date of meeting: 04-01-2020

Time: 2PM

Venue: Seminar Hall, ACET

A meeting was held on 04-01-2020 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 2019-20
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 Rama Krishna 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. Chavvakula Bhaskar	Student	Member

Handwritten signatures and names:
T. Srinivasulu
Shekhar
K.V. Lakshmi
K. Vijay
Ambika
Bhaskar

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	17P31A0108			
10	Mr. Narapureddy Siva Satya Krishna 17P31A0396	Student	Member	M.S.S. Krishna
11	Ms. Karri Paavani Shri Durga 17P31A0517	Student	Member	K.P.S. Durga
12	Mr. Vurukurthi Sri Rama Vinay 17P31A04N6	Student	Member	V. Vinay
13	Ms. Satti Anitha 16P35A0122	Student	Member	Satti Anitha
14	Ms. Madhavarapu Ganika Nooka Mahalakshmi 16P35A0407	Student	Member	Ganika M
15	Mr. Chavakula Ram Sai Kalyan 18P31A0202	Student	Member	Sai Kalyan

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 AWS cloud computing and coding training classes.
4. The committee members discussed about the role of each member for the smooth conduct of the event.

Coordinator

Copy to:

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

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