



Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

Ref: ACET/TPC/2020-21/SOP

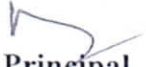
TRAINING AND PLACEMENTS COMMITTEE

STANDARD OPERATING PROCEDURE (SOP)

AY 2020-21

1. Training and Placement Committee needs 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 guest 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.


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SURAMPALAM- 533 437


Principal
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Date: 03-11-2021


CIRCULAR

All the members of committee are requested to attend the meeting in Seminar Hall, Aditya College of Engineering & Technology on 04-11-2021 at 2:00PM to discuss about "Software Development Engineer training" which is going to be conducted from 08-11-2021 to 30-11-2021.

Agenda:

1. Introduction of committee members
2. The events to be conducted for the academic year 2020-21
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: 04-11-2021

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 2020-21
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. Koppineni Satya Sai Kumar	Asst. Professor	Member
6	Ms. Koppiseti Prabha Rani	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

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	17P31A0108			
10	Mr. Narapureddy Siva Satya Krishna 17P31A0396	Student	Member	M.S.S. Krishna
11	Ms. Chirla Sahithi 18P31A0516	Student	Member	Ch. Sahithi
12	Ms. Ganta Anusha 18P31A0414	Student	Member	Anusha
13	Ms. Achanta Naga Sridevi 18P35A1201	Student	Member	A.N. Sridevi
14	Mr. Chavakula Ram Sai Kalyan 18P31A0202	Student	Member	Ch. R. Sai Kalyan
15	Ms. Mukkiri Satya Sarada Sireesha 19P31E0032	Student	Member	Sireesha P.


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 Autocad and SDE.
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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