

**VIGNAN's****INSTITUTE OF INFORMATION TECHNOLOGY**
(AUTONOMOUS)(Approved by AICTE - New Delhi & Affiliated to JNTUK, Kakinada)
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

VIIT/Principal Office/T&PC/2019-20/7/1

Dt: 9th Jul 2019**PROCEEDINGS OF THE OFFICE ORDER**

A committee consisting of the following members is hereby reconstituted as "Training and Placement Committee (T&PC)".

S.No.	Name of the person	Designation	Status of the person
1.	Dr.Arundhati	Principal	Chairperson
2.	Dr.V.MadhsudhanaRao	Rector	Member
3.	Mr. K.Pavan Krishna	CEO, Vignan Group of Institutions, Visakhapatnam	Member
4.	Mr M Padmakar	HoD-CE	Member
5.	Dr. P Sekher	HoD- EEE	Member
6.	Dr. S Rambabu	HoD-ME	Member
7.	Dr.B.PrasadaRao	HoD-ECE	Member
8.	Mr. B. Dinesh Reddy	HoD-CSE	Member
9.	Dr. B.Prasad	HoD-IT &MCA	Member
10.	Dr. R Umamaheswari	HoD-ECM	Member
11.	Dr T V	HoD-AI&DS	Member
12.	Dr. M.P.V.V.Bhasker	HoD-BS&H	Member
13.	DrS.M.Murali Krishna	HoD-MBA	Member
14.	Mr.K.SatyaNarayana	Dean Training & Placements	Member Secretary

The Prime tasks of the Committee are as follows:

1. Provide campus drive placements for eligible students.
2. Develop the students with their behavioral skills, language and communication skills, in their four years of study and also counsel them for job opportunities in the country and abroad.
3. Develop communication skills in students and improve the vocabulary and LSRW skills (Listening, Speaking, Reading& Writing), technical report writing and presentation skills.
4. Prepare students for campus interviews, reasoning and aptitude tests.
5. Maintain Alumni database and invite their valuable suggestions by conducting alumni meet regularly.

Copy to:

- All Deans &HoDs
- Principal Office
- Rector Office
- All members of the committee
- Master file




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VIIT/T&PC/Cir./2019-20/09/1

Dt: 20-09-2019

CIRCULAR

It is here by informed that there will be Training and Placement Committee meeting on 21-09-2020 at 2.00 pm, in AKCNB Board Room. Therefore the department members and "Training and Placement Committee (T&PC) Members are requested to attend.

Agenda:

- Scheduling the Technical Training.
- Scheduling the Reasoning Ability & Quantitative Aptitude.
- Scheduling Verbal ability training.
- Scheduling Mock Interviews & Soft skills training.
- Imparting Company Specific Training.
- Any other points.




Member Secretar

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- CEO office
- Principal Office
- Concerned Library members
- Library Notice Board

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Lr. No.VIIT (A)/Dean-T&P /MoM/2019-20

Date: 21.09.2019

Minutes of the Training & Placement Committee Meeting**Chaired By: Dr.B. Arundhati, Principal****Venue: AKCNB Board Room, 2:00 PM**

Agenda Points:

- Scheduling the Technical Training.
- Scheduling the Reasoning Ability & Quantitative Aptitude.
- Scheduling Verbal ability training.
- Scheduling Mock Interviews & Soft skills training.
- Imparting Company Specific Training.
- Any other points.

Members participated:

S.No.	Name of the person	Designation	Status of the person
1.	Dr.Arundhati	Principal	Chairperson
2.	Dr.V.MadhsudhanaRao	Rector	Member
3.	Mr. K.Pavan Krishna	CEO, Vignan Group of Institutions, Visakhapatnam	Member
4.	Mr M Padmakar	HoD-CE	Member
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13.	DrS.M.Murali Krishna	HoD-MBA	Member
14.	Mr.K.SatyaNarayana	Dean Training & Placements	Member Secretary

Points Discussed:**1. Technical Training:**

To conduct Technical Training for III/IV B.Tech students in December 2020

1. To recognize the top most training organizations by a thorough assessment of its reputation quality of training and credentials in the market.
2. Each company's quotations should be taken into consideration
3. Consolidation of the quotations and scheduling the individual vendor's presentation with different dates and timings.
4. A common assessment test should be scheduled and the students would be segregated based on the performance.
5. The top performers in the assessment test would be given training for product based jobs.
6. The total training should be organized in four phases,online/offline mode each phase with one week duration and in total comprising 184 hours. The students would be provided a platform to practise and would be monitored by the training department.
7. The middle level performers and the remaining students in the assessment test would be given training for service based company jobs.
8. The service based training should be organized in three hours per day, online/offline mode each phase with one week duration and in total comprising 140 hours. The students would be provided a platform to practise and would be monitored by the training department.
9. A constant and comprehensive feedback will be taken from the students as well as the vendors.
10. Based on the feedback time to time necessary steps will be taken for the continuous improvement in the training.

2. Non Technical Training for Competitive Examinations

1. To identify the top most Reasoning Ability & Quantitative Aptitude training institutes, a thorough examination of the institutes' reputation and credentials in the market have to be assessed.
2. Each institutes' quotations should be taken into consideration
3. Consolidation of the quotations and scheduling the individual vendor's presentation with different dates and timings.
4. The training would be provided to all the students either in online/offline mode comprising 90 hours covering Verbal ability training, Mock Interviews & Soft skills
5. The students would be provided a platform to practise and would be monitored by the training department.
6. The training should be organized in three hours per day, online/offline mode each phase with one week duration and in total comprising 90 hours. The students would be provided a platform to practise and would be monitored by the training department.
7. A continuous and comprehensive feedback will be taken from the students as well as the vendors.
8. Grounded on the feedback time to time necessary steps will be taken for the continuous improvement in the training.

3. Core Company Specific Training

1. The company specific training is scheduled branch wise.
2. The training will be provided in the following courses: AUTOCAD/RIVET & STADDPRO/CISCO/MICROCHIP etc.

4. Mock Interviews & Soft skills training.

1. As soon as each company releases the shortlisted candidates list, Mock Interview skills are provided as per the need.

2. The mock interviews are scheduled for the first round qualified students by forming five or six internal panels.
3. Each panel would be allotted soft skills and core technical expert members.
4. The schedules for live mock interviews would be well informed to the students by segregating each panel into whatsapp groups.
5. Each student should complete three rounds of mock interviews namely (i) easy (ii) medium (iii) difficult
5. Department wise placement in-charges and their assessment schedule.
6. To provide alternative staff members, if any existing member wishes to opt out of T&P activity through their respective HoD.
7. To Provide contact information of alumni or relatives of our students, who are working in the industries to establish contacts with HRs.
8. To brief their HoDs about the T&P Programmes/activities those are discussed in the T & P Cell in-charges meeting.

Action Taken:

1. To organize and implement a comprehensive training program for enhancing technical skills, reasoning ability, quantitative aptitude, verbal ability, soft skills, and conducting company-specific training.
2. Ensure trainers are well-prepared and have access to all necessary resources.
3. Communicate the training schedule to all participants along with any pre-work or prerequisites.
4. Monitor attendance and engagement during training sessions.
5. Collect feedback from participants and trainers for continuous improvement.




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VIIT/T&PC/Cir./2019-20/09/1

Dt: 07-02-2020

CIRCULAR

It is here by informed that there will be Training and Placement Committee meeting on 09-02-2020 at 11.00 am, in AKCNB Board Room. Therefore the department members and "Training and Placement Committee (T&PC) Members are requested to attend.

Agenda:

- Scheduling the Technical Training by CCC/COIGN/EXPLORE
- Scheduling the Networking Training by Star Computers for EEE, ECE, IT and ECM.
- Scheduling Verbal ability training by OMEGA institute
- Imparting Company Specific Training for Infosys.
- Any other points.

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Lr. No.VIIT (A)/Dean-T&P /MoM/2019-20

Date: 09.02.2020

Minutes of the Training & Placement Committee Meeting

Chaired By: Dr.B. Arundhati, Principal**Venue: AKCNB Board Room, 11:00 AM**

Agenda Points:

- Scheduling the Technical Training by CCC/COIGN/EXPLORE
- Scheduling the Networking Training by Star Computers for EEE, ECE, IT and ECM.
- Scheduling Verbal ability training by OMEGA institute
- Imparting Company Specific Training for Infosys.
- Any other points.

Members participated:

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13.	DrS.M.Murali Krishna	HoD-MBA	Member
14.	Mr.K.SatyaNarayana	Dean Training & Placements	Member Secretary

Points Discussed:

1. Technical Training:

To conduct Technical Training for III/IV B.Tech students for 2018 and 2019 admitted batch.

1. Based on the common assessment test 230 students are shortlisted for CCC product based company training
2. The above 210 shortlisted students from different branched will get product based training.
3. The total training should be organized in four phases, online/offline mode each phase with one week duration and in total comprising 144 hours. The students would be provided a platform to practise and would be monitored by the training department.
4. The middle level performers and the remaining students in the assessment test would be given service based company training worth up to 10 lakhs per annum.
5. The service based training should be organized in three hours per day for 459 students by COIGN and 216 students from EXPLORE institute will get training through online/offline mode each phase with one week duration and in total comprising 120 hours. The students would be provided a platform to practise and would be monitored by the training department.
6. A continuous and comprehensive feedback will be taken from the students as well as the vendors.
7. Based on the feedback time to time necessary steps will be taken for the continuous improvement in the training.

2. Non Technical Training for Competitive Examinations

1. The training would be provided to 656 students by OMEGA Institute either in online/offline mode comprising 90 hours covering Verbal ability training, Mock Interviews & Soft skills
2. The students would be provided a platform to practise and would be monitored by the training department.
3. The training should be organized in three hours per day, online/offline mode each phase with one week duration and in total comprising 90 hours. The students would be provided a platform to practise and would be monitored by the training department.

4. A continuous and comprehensive feedback will be taken from the students as well as the vendors.
5. Based on the feedback time to time necessary steps will be taken for the continuous improvement in the training.

3. Company Specific Training

1. A 10 days company specific training for Infosys is scheduled for all the shortlisted students.
2. The training will be provided in the following courses: AUTOCAD/RIVET & STADDPRO/CISCO/MICROCHIP etc.

4. Mock Interviews & Soft skills training.

1. As soon as each company releases the shortlisted candidates list, Mock Interview skills are provided as per the need.
2. The mock interviews are scheduled by forming five teams and the total number of students would be equally distributed into minimum of five panels for the smooth conduction of the mock interviews.
3. Each panel would be allotted soft skills and core technical expert members.
4. The schedules for live mock interviews would be well informed to the students by segregating each panel into whatsapp groups.

Each student should complete three rounds of mock interviews namely

- (i) easy (ii) medium (iii) difficult

Action Taken Report:

- Confirmed the availability of training resources and materials.
- Communicated the training schedules and details to all participants and relevant stakeholders.
- Monitored the participant engagement and attendance throughout the training programs.
- Received positive feedback from participants and training providers for continuous improvement.




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