



Mar Ephraem

College of Engineering & Technology

Run by Catholic Diocese Of Marthandam | Approved by AICTE |

Affiliated To Anna University, Chennai | Accredited by NAAC |

Malankara Hills, Elavuvilai, Marthandam - 629 171, Kanyakumari District, Tamil Nadu.

Web: www.marephraem.edu.in, Ph: 04651-271111, 273111, Fax: 04651-270158, e-mail: marephraem@gmail.com

CAREER GUIDANCE CELL 2017-2018

Ref: MarEphraem/CGC/2017-2018/1

04-07-2017

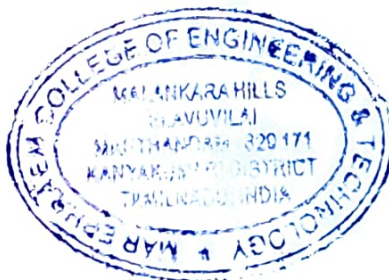
CIRCULAR

This is to inform that the Career Guidance Cell of our college has been planned to organise the first meeting for the academic year 2017-2018 on 7th July 2017 at 1.30pm in the Coordinator Chamber along with its executive members. All the members are here by informed to attend the meeting without fail.

COORDINATOR

Copy to :

- i. All Career Guidance Cell committee members
- ii. Office
- iii. All HOD'S





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SL.No	Name of faculty	Designation in the committee	Signature
1.	Mrs.Dhanya D(AP/CSE)	Coordinator	
2.	Mrs.Anbu Shamini(AP/ECE)	Staff representative	
3.	Mrs.J Stephy Angelin(AP/EEE)	Staff representative	
4.	Mrs.Manju Ram (AP/Civil)	Staff representative	
5.	Mr.Dani (AP/Mech)	Staff representative	



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Ref : MarEphraem/CGC/2017-18/MM-01

Dated : 7th July 2017

Minutes of the Meeting - 01

Date of Meeting: 07.07.2017

Time: 1.30PM

The first Career Guidance Cell committee meeting for the academic year 2017-18 was held on 7th July 2017. The meeting was chaired by Mrs Dhanya D, Assistant Professor in CSE (Chairperson -CGC). The committee members of Career Guidance Cell attended the meeting.

Members present for the meeting:

S. No.	Name of member	Designation in the committee	Signature
1.	Mrs.Dhanya D(AP/CSE)	Coordinator	
2.	Mrs.Anbu Shamini(AP/ECE)	Staff representative	
3.	Mrs.J Stephy Angelin(AP/EEE)	Staff representative	
4.	Mrs.Manju Ram (AP/Civil)	Staff representative	
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Web: www.msrephraem.edu.in, Ph: 04651-271111, 273111, Fax: 04651-270158, e-mail: msrephraem@gmail.com

The agenda of the meeting is listed below:

Agenda

- The reconstitution of the cell.
- Discussion about Action Plan for the Academic Year 2017-18
- Next Career Guidance Cell committee meeting

Points Discussed

The reconstitution of the cell

- The Chairman-CGC welcomed all the members to the meeting and appreciated everyone who worked for career guidance cell and expected the same contribution in future also.
- The cell was reconstituted with its new members as

Sl. No	Name	Position
1.	Mrs.Dhanya D(AP/CSE)	Coordinator
2.	Mrs.Anbu Shamini(AP/ECE)	Staff representative
3.	Mrs.J Stephy Angelin(AP/EEE)	Staff representative
4.	Mrs.Manju Ram (AP/Civil)	Staff representative
5.	Mr.Dani (AP/Mech)	Staff representative
6.	Jebin (IV CSE)	Student representative
7.	Derick J Robin(IV EEE)	Student representative
8.	Monisha C V(IV ECE)	Student representative

Action Plan for the Academic Year 2017-18



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- The chairman and Committee members discussed the action plan for the academic year 2017-2018.
- Chairman has added that suggestions in the salient features of career guidance cell and come up with some proposals regarding conducting the Programmes such as orientation programmes on GATE and IELTS Exams .
- It was planned to conduct seminar on "GATE Awareness" in the second week of July.
- Decided to conduct seminar on "Awareness on IES Exam" in the month of October.
- It was planned to conduct seminar on "How to face Bank Exams" in the month of February 2018.

Next Career Guidance Cell committee meeting

- Finally, the Coordinator of Career Guidance Cell thanked all the members present for their dedication and commitment to carrying out the system successfully
- The Coordinator proposed the date for the next meeting during the month of November.
- The meeting was concluded with vote of thanks

Dhanya D

Co-Ordinator

Prof. Dr. A. Lenin Fred, M.E., Ph.D.
PRINCIPAL

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CAREER GUIDANCE CELL 2017-2018

Ref: MarEphraem/CGC/2017-2018/2

13-11-2017

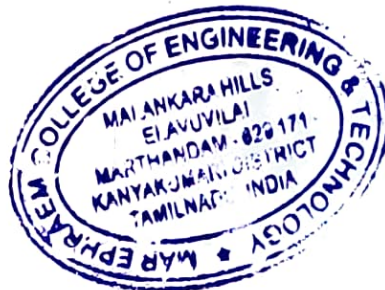
CIRCULAR

This is to inform that the Career Guidance Cell of our college has been planned to organise the second meeting for the academic year 2017-2018 on 17th November 2017 at 2.30 pm in the Coordinator Chamber along with its executive members. All the members are hereby informed to attend the meeting without fail.

COORDINATOR

Copy to :

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- ii. Office
- iii. All HOD'S





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Ref : MarEphraem/CGC/2017-18/MM-02

Dated : 17th November 2017








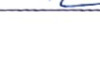
Minutes of the Meeting - 02

Date of Meeting: 17.11.2017

Time: 2.30PM

The Second Career Guidance Cell committee meeting for the academic year 2017-18 was held on 17th November 2017. The meeting was chaired by Mrs Dhanya D, Assistant Professor in CSE (Chairperson -CGC). The committee members of Career Guidance Cell attended the meeting.

Members present for the meeting:

S. No.	Name of member	Designation in the committee	Signature
1.	Mrs.Dhanya D(AP/CSE)	Coordinator	
2.	Mrs.Anbu Shamini(AP/ECE)	Staff representative	
3.	Mrs.J Stephy Angelin(AP/EEE)	Staff representative	
4.	Mrs.Manju Ram (AP/Civil)	Staff representative	
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The Chairman-CGC welcomed all the members to the meeting. Further, chairman reviewed and discussed the points of agenda

The agenda of the meeting is listed below:

Agenda

- Conducting orientation programmes for Competitive exams
- Next Career Guidance Cell committee meeting

Points Discussed

- The Coordinator and Committee members discussed to give orientation programmes for Competitive exams such as GATE, CAT, IELTS, TOEFL and GRE...etc. which motivates the students for doing the higher studies.
- Members also agreed with this and planned for providing orientation programmes to the interested students.
- The Chairman explained the importance of orientation programmes and asked the Students to actively participate in these events and gain the knowledge.
- Finally, the Coordinator of Career Guidance Cell thanked all the members and proposed the date for the next meeting during the month of February 2018.
- The meeting was concluded with vote of thanks.

Dhanya D

Co-Ordinator

**Prof. Dr. A. Lenin Fred, M.E., Ph.D.,
PRINCIPAL**

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CAREER GUIDANCE CELL 2017-2018

Ref: MarEphraem/CGC/2017-2018/3

19-02-2018

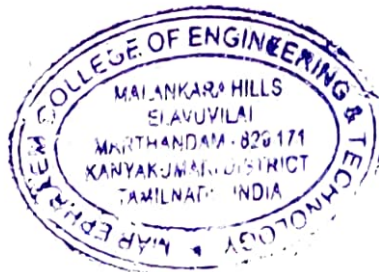
CIRCULAR

This is to inform that the Career Guidance Cell of our college has been planned to organise the third meeting for the academic year 2017-2018 on 22 February 2018 at 2.30 pm in the Coordinator Chamber along with its executive members. All the members are here by informed to attend the meeting without fail.

COORDINATOR

Copy to :

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- ii. Office
- iii. All HOD'S





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Ref : MarEphraem/CGC/2017-18/MM-03

Dated : 22nd February 2018

Minutes of the Meeting - 03

Date of Meeting: 22.02.2018

Time: 2.30PM

The third meeting Career Guidance Cell committee meeting for the academic year 2017-18 was held on 22nd February 2018. The meeting was chaired by Mrs Dhanya D, Assistant Professor in CSE (Chairperson -CGC). The committee members of Career Guidance Cell attended the meeting.

Members present for the meeting:

S. No.	Name of member	Designation in the committee	Signature
1.	Mrs.Dhanya D(AP/CSE)	Coordinator	
2.	Mrs.Anbu Shamini(AP/ECE)	Staff representative	
3.	Mrs.J Stephy Angelin(AP/EEE)	Staff representative	
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6.	Jebin (IV CSE)	Student representative	
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8.	Monisha C V(IV ECE)	Student representative	

The Chairman-CGC welcomed all the members to the meeting. Further, chairman reviewed and discussed the points of agenda



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The agenda of the meeting is listed below:

Agenda

- Discussion on providing information about various careers available in this competitive world
- Discussion on events successfully conducted for the Academic Year 2017-18
- Next Career Guidance Cell committee meeting

Points Discussed

- The chairman talked about new way of creating opportunities in this competitive field.
- Committee members also motivated student members to make their involvement in orientation programmes on GATE and IELTS Exams.
- As per the resolution of the previous meeting the career guidance cell have Successfully conducted the following programmes for the betterment of the students

Sl.No	Program	Date
1	Seminar on "GATE Awareness"	14.07.2017
2	Seminar on "Awareness on IES Exam"	26.10.2017
3	Seminar on "How to face Bank Exam"	09.02.2018

- Finally, the Coordinator of Career Guidance Cell thanked all the members for their dedication and commitment to carrying out the system successfully and also proposed the date for the next meeting
- The meeting was concluded with vote of thanks

Prof. Dr. A. Lenin Fred, M.E., Ph.D,
PRINCIPAL

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Dhanya D
Co-Ordinator