



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 2018-2019

Ref: MarEphraem/CGC/2018-2019/1

03-07-2018

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 2018-2019 on 5th July 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 :

- 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.	Mr.Jeron(AP/Civil)	Staff representative	
5.	Mr.Jude Felix(AP/Mech)	Staff representative	



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Ref : MarEphraem/CGC/2018-19/MM-01

Dated : 5th July 2018

Minutes of the Meeting - 01

Date of Meeting: 05.07.2018

Time: 2.30PM

The first Career Guidance Cell committee meeting for the academic year 2018-19 was held on 5th July 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	
4.	Mr.Jeron(AP/Civil)	Staff representative	
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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. Further, chairman reviewed and discussed the points of agenda

The agenda of the meeting is listed below:

Agenda

- The reconstitution of the cell.
- Discussion about Action Plan for the Academic Year 2018-19
- Next Career Guidance Cell committee meeting

Points Discussed

The reconstitution of the cell

- The Annual Report of previous year was approved by the members without any suggestions.
- 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.	Mr.Jeron(AP/Civil)	Staff representative
5.	Mr.Jude Felix(AP/Mech)	Staff representative
6.	Vijithra P(IV ECE)	Student representative
7.	Berger R M (IV Mech)	Student representative
8.	Joyal J.M (IV Civil)	Student representative



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Action Plan for the Academic Year 2018-19

- The chairman and Committee members discussed the action plan for the academic year 2018-2019.
- Chairman came up with some proposals regarding conducting the Programmes such as orientation programmes on competitive Exams and awareness about latest technology used in industries.
- It was planned to conduct a seminar on "How to crack GRE, IELTS and TOEFL exams" in the second week of July.
- Decided to conduct a seminar on "Competitive exam for Engineers" in the month of August.
- It was planned to conduct a seminar on "Awareness on Industrial Requirements" in the month of January 2019.

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

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

MAR EPHRAEM COLLEGE
OF ENGINEERING & TECHNOLOGY
MALANKARA HILLS, ELAVUVILAI, MARTHANDAM - 629 171
KANYAKUMARI DISTRICT, TAMILNADU, INDIA.

Dhanya D

Co-Ordinator



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CAREER GUIDANCE CELL 2018-2019

Ref: MarEphraem/CGC/2018-2019/2

15-10-2018

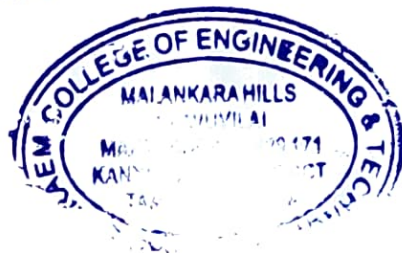
CIRCULAR

This is to inform that the Career Guidance Cell of our college has been planned to organise the second meeting for the academic year 2018-2019 on 18th October 2018 at 11.30 AM 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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Ref : MarEphraem/CGC/2018-19/MM-02

Dated : 18th October 2018







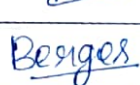

Minutes of the Meeting - 02

Date of Meeting: 18.10.2018

Time: 11.30AM

The Second Career Guidance Cell committee meeting for the academic year 2018-19 was held on 18th November 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	
4.	Mr.Jeron(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

- Awareness of Competitive exams to students
- Next Career Guidance Cell committee meeting

Points Discussed

- The Coordinator and Committee members discussed to give awareness of Competitive exams to the students by providing orientation programmes to the interested students.
- The Chairman explained the importance of orientation programmes and asked the Students to make their involvement in these events.
- The roles of the members in these events were discussed.
- At the end of the meeting, the Coordinator of Career Guidance Cell thanked all the members and proposed the date for the next meeting during the month of February 2019.
- Finally, the meeting was windup with vote of thanks.

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

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Dhanya D

Co-Ordinator



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CAREER GUIDANCE CELL 2018-2019

Ref: MarEphraem/CGC/2018-2019/3

05-02-2019

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 2018-2019 on 8th February 2019 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 :

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





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Ref : MarEphraem/CGC/2018-19/MM-03

Dated : 8th February 2019

Minutes of the Meeting - 03

Date of Meeting: 08.02.2019

Time: 2.30PM

The third meeting Career Guidance Cell committee meeting for the academic year 2018-19 was held on 8th February 2019. 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	
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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

- Discussion on events successfully conducted for the Academic Year 2018-19
- Preparation of action Plan for next Academic Year
- Next Career Guidance Cell committee meeting

Points Discussed

- 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 "How to crack GRE,IELTS and TOEFL exams"	14.07.2018
2	Seminar on "Competitive exam for Engineers"	10.08.2018
3	Seminar on "Awareness on Industrial Requirements"	31.01.2019

- The chairman talked about new way of creating opportunities in this competitive field.
- The coordinator and Committee members discussed to prepare action plan for next academic year and present it in next committee meeting
- 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,
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Dhanya D
Co-Ordinator