



# Mar Ephraem

College of Engineering & Technology

CATHOLIC DIOCESE OF MARTHANDAM

Approved by AICTE. Affiliated to Anna University

*Training and Placement Cell*

Committee Meeting  
Semester: ODD  
Year: 2019 – 2020

03/09/2019

## CIRCULAR

This is to inform you that our first committee meeting has been scheduled on 05/09/2019, Thursday morning from 10:00 am to 10:30 am at the Placement Office. The following matters will be discussed:

1. Selection of the office bearers
2. Workshop on Resume Preparation
3. Aptitude Training
4. Training on Staad Pro.
5. Pre-Placement Training
6. Company Specific Training
7. Soft Skill Training
8. Communication Skills Training

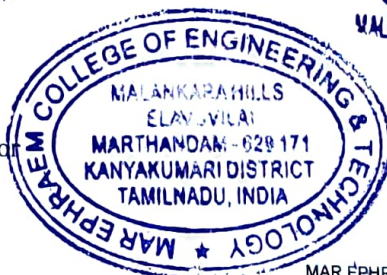
During the meeting the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the activities of the training and placement cell. Kindly attend the same without fail.

(Prof. Dr. A. Lenin Fred)

**CHAIRPERSON**  
**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.  
Copy to:

- i. The Principal
- ii. The Academic Director
- iii. IQAC



(Mr. I. Jackson Thanga Roy)

**CELL COORDINATOR**  
**Mr. JACKSON THANGA ROY, M.E.**  
**Training and Placement Officer**  
**MAR EPHRAEM COLLEGE**  
**OF ENGINEERING & TECHNOLOGY**  
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Training and Placement Cell

Committee Meeting

Semester: ODD

Year: 2019 – 2020

## COMMITTEE MEETING - 01

Date: 05/09/2019

Time: 10:00 am to 10:30 am

## ATTENDANCE

Sl.	Name	Description	Signature
1.	Prof. Dr. A. Lenin Fred	Principal /Chairman	
2.	Prof. Dr. N. Austin	Academic Director	
3.	Mr. D. Dani	Cells and Committee Coordinator	
4.	Mr. I. Jackson Thanga Roy	Placement Officer / Cell Coordinator	
5.	Mr. Stalin	Staff Representative	
6.	Mr. Jude Felix	Staff Representative	
7.	Mr. Charles Dyson	Staff Representative	
8.	Ms. Lincy	Staff Representative	
9.	Ms. Brenda	Staff Representative	
10.	AKILAN H( Mech)	President	
11.	Prince Chacko (EEE)	Vice-President	
12.	Jenish D (civil)	Secretary	
13.	ABISHA F (ECE)	Student Member	
14.	Abinaya D (CSE)	Student Member	



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Training and Placement Cell

Committee Meeting

Semester: ODD

Year: 2019 – 2020

## MINUTES OF COMMITTEE MEETING

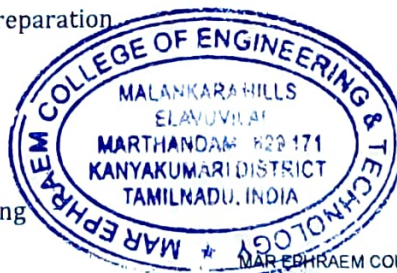
05/09/2019

To represent the voice of each of the student belonging to the campus a committee is formed with the representation of student members. The committee has the following members

Sl.	Name	Description
1.	Prof. Dr. A. Lenin Fred	Principal /Chairman
2.	Prof. Dr. N. Austin	Academic Director
3.	Mr. D. Dani	Cells and Committee Coordinator
4.	Mr. I. Jackson Thanga Roy	Placement Officer / Cell Coordinator
5.	Mr. Stalin	Staff Representative
6.	Mr. Jude Felix	Staff Representative
7.	Mr. Charles Dyson	Staff Representative
8.	Ms. Lincy	Staff Representative
9.	Ms. Brenda	Staff Representative
10.	AKILAN H( Mech)	President
11.	Prince Chacko (EEE)	Vice-President
12.	Jenish D (civil)	Secretary
13.	ABISHA F (ECE)	Student Member
14.	Abinaya D (CSE)	Student Member

### Agenda

1. Selection of the office bearers
2. Workshop on Resume Preparation
3. Aptitude Training
4. Training on Staad Pro.
5. Pre-Placement Training
6. Company Specific Training



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# Mar Ephraem

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CATHOLIC DIOCESE OF MARTHANDAM

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## Training and Placement Cell

Committee Meeting

Semester: Even

Year: 2019 – 2020

02/01/2020

### CIRCULAR

This is to inform you that our second committee meeting has been scheduled on 04/01/2020, Saturday morning from 10:00 am to 10:30 am at the Placement Office. The following matters will be discussed:

1. Workshop on Resume Preparation
2. Aptitude Training
3. Training on Staad Pro.
4. Pre-Placement Training
5. Company Specific Training
6. Soft Skill Training
7. Communication Skills Training

During the meeting the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the activities of the training and placement cell. Kindly attend the same without fail.

(Prof. Dr. A. Lenin Fred)

**CHAIRPERSON**

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

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(Mr. I. Jackson Thanga Roy)

**CELL COORDINATOR**

**I. JACKSON THANGA ROY, M.E.**  
**Training and Placement Officer**

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Training and Placement Cell

Committee Meeting  
Semester: Even  
Year: 2019 – 2020

## COMMITTEE MEETING - 02

Date: 04/01/2020

Time: 10:00 am to 10:30 am

### ATTENDANCE

Sl.	Name	Description	Signature
1.	Prof. Dr. A. Lenin Fred	Principal /Chairman	
2.	Prof. Dr. N. Austin	Academic Director	
3.	Mr. D. Danl	Cells and Committee Coordinator	
4.	Mr. I. Jackson Thanga Roy	Placement Officer / Cell Coordinator	
5.	Mr. Stalin	Staff Representative	
6.	Mr. Jude Felix	Staff Representative	
7.	Mr. Charles Dyson	Staff Representative	
8.	Ms. Lincy	Staff Representative	
9.	Ms. Brenda	Staff Representative	
10.	AKILAN H( Mech)	President	
11.	Prince Chacko (EEE)	Vice-President	
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Training and Placement Cell

Committee Meeting

Semester: Even

Year: 2019 – 2020

## MINUTES OF COMMITTEE MEETING

04/01/2020

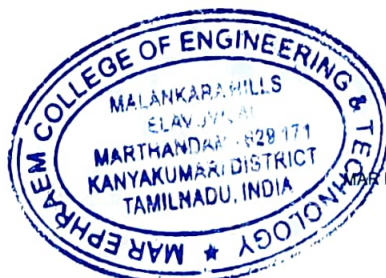
### Agenda

1. Workshop on Resume Preparation
2. Aptitude Training
3. Training on Staad Pro.
4. Pre-Placement Training
5. Company Specific Training
6. Soft Skill Training
7. Communication Skills Training

### Points discussed:

- The committee has evaluated the already conducted training programmes and found it useful for the students.
- The committee has consented to conduct all the proposed training programs for the even semester to enhance the employability skills of the students.
- Agenda for the next meeting:
  - Evaluation of the conducted training programs
  - Finding opportunities to elevate the employment opportunities of the students.
  - Placement Training Programs.
- The committee meeting enabled the student representatives to have a meaningful interaction with the placement officer and faculty, and to express their opinions and suggestions on behalf of the other students in the class in order to improve the effectiveness of the training and placement activities.
- Finally, the meeting was concluded with the concluding remarks of the Placement Officer and the Principal.

(Prof. Dr. A. Lenin Fred)  
CHAIRPERSON



(Mr. I. Jackson Thanga Roy)

CELL COORDINATOR  
I. JACKSON THANGA ROY, M.E.  
Training and Placement Officer

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Training and Placement Cell

Committee Meeting

Semester: Even

Year: 2019 – 2020

01/04/2020

## CIRCULAR

This is to inform you that our second committee meeting has been scheduled on 03/04/2020, Friday morning from 10:00 am to 10:30 am at the Placement Office. The following matters will be discussed:

1. Training Programmes
2. Placements
3. Suggestions

During the meeting the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the activities of the training and placement cell. Kindly attend the same without fail.

(Prof. Dr. A. Lenin Fred)

**CHAIRPERSON**

**Prof. Dr. A. Lenin Fred, M.E., Ph.D.**  
**PRINCIPAL**  
**MAR EPHRAEM COLLEGE**  
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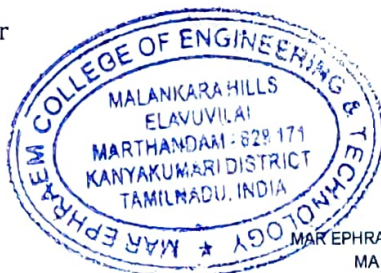
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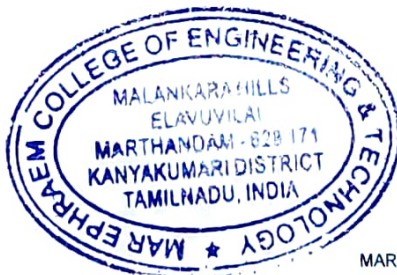
## COMMITTEE MEETING - 03

Date: 03/04/2020

Time: 10:00 am to 10:30 am

### ATTENDANCE

Sl.	Name	Description	Signature
1.	Prof. Dr. A. Lenin Fred	Principal /Chairman	
2.	Prof. Dr. N. Austin	Academic Director	
3.	Mr. D. Dani	Cells and Committee Coordinator	
4.	Mr. I. Jackson Thanga Roy	Placement Officer / Cell Coordinator	
5.	Mr. Stalin	Staff Representative	
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Committee Meeting  
Semester: Even  
Year: 2019 – 2020

## MINUTES OF COMMITTEE MEETING

03/04/2020

### Agenda

1. Training Programs
2. Placements
3. Suggestions

### Points discussed:

- The committee has appreciated the Training sessions.
- The committee has suggested more number of training programmes for the upcoming year.
- The committee meeting enabled the student representatives to have a meaningful interaction with the placement officer and faculty, and to express their opinions and suggestions on behalf of the other students in the class in order to improve the effectiveness of the training and placement activities.
- Finally, the meeting was concluded with the concluding remarks of the Placement Officer and the Principal.

(Prof. Dr. A. Lenin Fred)

**CHAIRPERSON**

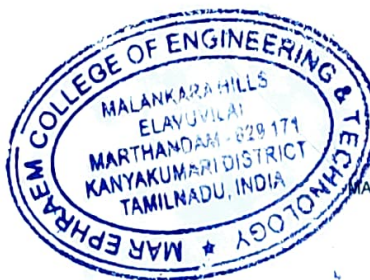
(Mr. I. Jackson Thanga Roy)

**CELL COORDINATOR**

Copy to:

- i. The Principal
- ii. The Director (TL & FD)

**I. JACKSON THANGA ROY, M.E.**  
**Training and Placement Officer**  
**MAR EPHRAEM COLLEGE**  
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