

**GMR Institute of Technology**  
An Autonomous Institute Affiliated to JNTU, Kakinada

**Career Development Center**

<b>Name of the Meeting</b>		: Students & staff Coordinators Meeting	<b>Ref. No.</b>	CDC / 2021-22:
<b>Venue/ Virtual mode</b>		: MS Team	<b>Date</b>	13.04.2021
<b>Members Present</b>		: Students Coordinators, Staff Coordinators, Mr. S H. Srinivas Rao, Mr. S. M. Rahaman, Ms. Meena, Ms. Sharmila, Mr. B. Satya Sekhar, Mr. V. Suresh Kumar		
No.	Points Discussed	Tgt. Date	Responsibility	
1.	<ul style="list-style-type: none"> <li>The Head CDC welcomed all the staff coordinators and student coordinators and informed to Create the Student coordinators WhatsApp group for sharing information about Training Programs and Companies related information.</li> <li>The CDC Head explained the upcoming Campus selection Processes.</li> <li>He explained the Roles and Responsibilities of Student coordinators.</li> <li>He discussed about Do's and Don'ts rules related to Placement Policy and addressed to the student coordinators while conducting Campus Recruitment drives.</li> <li>Identified SPOCs coordinators branch wise</li> <li>The SPOC coordinators sharing information to Student's coordinators</li> <li>SPOC coordinators sharing the Tasks to Student coordinators</li> <li>Student coordinators Passing companies related information to respective Staff coordinators and Students</li> <li>Discussed about how to take Students Attendance and Identification of Venues like Classrooms for Offline Test and labs for Online Test</li> <li>Discussed about How to arrange GD Panels, Interviews cabins and call the shortlisted Students in GD and Interviews.</li> </ul>		Staff coordinators	
2	<ul style="list-style-type: none"> <li>It was informed that the CRT classes will be conducted shortly and the attendance will be mandatory for all the students to make them eligible.</li> <li>The CRT classes may be conducted by the internal faculty as well as external faculty and the details will be shared with all the students shortly.</li> <li>The students are asked to register for InftyQ immediately. Students are encouraged to participate in various country wide coding competitions.</li> <li>This year placement season will start in the moth of September 2021 and the students must be ready for the same.</li> </ul>		CDC Students	

- As most of the drives are in virtual mode, students ensure with laptop and proper internet connectivity. If any support needed for the same, students must approach to their respective staff coordinators and in turn the facilities will be arranged in the campus.
- Soft skill trailing will also be planned shortly and the soft skills trainers need to plan for the same.
- The login credentials for practice test platform will also be given to all the students where they can practice the Aptitude, reasoning and coding with some of the company specific test. It is mandatory for all the students.

Copy to:  
Principal's Office, staff coordinators

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Approved By	Dr. S.N. Dash
Date	14.04.2021
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(Signature)