



VEDAVYASA INSTITUTE OF TECHNOLOGY

APPROVED BY GOVT OF KERALA AICTE NEW DELHI & AFFILIATED TO APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Circular (10-07-2024)

In compliance with the order of Dr S.Sangeethaa, Principal, issuing from the requirement of Academic Regulations of APJ Abdul Kalam Technological University, Kerala, and Students Career Guidance & Placement cell has been formed for the academic year 2024-25 with the following members.

Chairman : Dr S.Sangeethaa, Principal
Members : Mr Sanal Kumar, HOD S&H
: Er Divya K K, HOD CE
: Ms Ranjana C, HOD CSE
: Ms Sneha Giridharan, AP CSE
: Ms Neha Sunil, AP CE
: Ms Parvathy K K, AP ECE
: Ms Soumya K, AP EEE
: Mr Vishnu Haridas, AP ME




PRINCIPAL

 **VEDAVYASA INSTITUTE OF TECHNOLOGY**
Near Ramanattukara, Karad Paramba. P.O.
Malappuram District, PIN. 673 632

Vedavyasa Hills
Ponnempadam
Karad Paramba P.O
Near Ramanattukara
Malappuram Dist.,
Kerala, India
PIN : 673 632
Tel : 0483 2832157
Email : vvit@vedavyasa.org
Website : www.vedavyasa.org
Phone : 0446665 077, 9946 000 850



Details of Committee Members

DESIGNATION IN COMMITTEE	NAME	DESIGNATION
Chairman	Dr S.Sangeetha	Principal Ph: 9747552961 Mail Id: principal@vvit.org
Convener	Mr Mr Sanal Kumar	Placement Officer Ph:9946542184 Mail Id: sanalkumartm1992@gmail.com
General Secretary	Er Divya K K	HOD CE Ph: 9400906939 Mail Id: hodce@vedavyasa.com
Member	Ms Ranjana C	HOD CSE Ph: 9497310621 Mail Id:hodcse@vedavyasa.com
Member	Ms Sneha Giridharan	AP CSE Ph:9595981354 Mail Id:snehagiridharan@gmail.com
Member	Ms Neha Sunil	AP CE Ph: 9562201168 Mail Id:nehasunil99@gmail.com
Member	Ms Ms Parvathy K K	AP ECE Ph:8281583759 Mail Id:parvathykk06@gmail.com
Member	Ms Soumya K	AP EEE Ph: 8606132308 Mail Id:soumyakottopadathvvit@gmail.com
Member	Mr Vishnu Haridas	AP ME Ph: 9447077690 Mail Id: vishnuharidasp123@gmail.com



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Kakkove, Malappuram Dt, Kerala, 0483-2832157, Mob: 9446565077
Affiliated To AICTE, APJ Abdul Kalam Kerala Technological University, And Govt. Of India

Constitution of Career Guidance & Placement Cell of the year 2024-2025

In compliance with the order of Dr S. Sangeethaa, principal, issuing from the requirement of Academic Regulations of APJ Abdul Kalam Technological University, Kerala, and Approval process handbook of AICTE, a committee as detailed below has been reformed.

Name of the Committee
Date of Constitution
Responsibility of the members
Higher Authority/Management

Career Guidance & Placement Cell 2024-25

19.07.2024

It shall be the duty of the career guidance and placement cell to locate job opportunities for under Graduates and post Graduates passing out from the college by keeping in touch with reputed firms and industrial establishments.

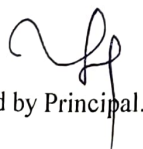
The committee will report to the Principal/Director.

Members	Name	Designation/Responsibility
Chairman	Dr. S Sangeethaa	Chairperson, Principal, Vedavyasa Institute of Technology
Convener	Mr. Sanal Kumar	Placement Officer
General Secretary	Er. Divya K K	Assoc.Prof. & Head, Department of CE, VVIT
Member	Ms. Ranjana C	Assistant Prof. & Head, Department of CSE, VVIT
Member	Ms. Sneha Giridharan	Assistant Prof, Department of CSE, VVIT
Member	Ms. Neha Sunil	Assistant Prof, Department of CE, VVIT
Member	Ms. Parvathy K K	Assistant Prof, Department of ECE, VVIT
Member	Ms. Soumya K	Assistant Prof, Department of EEE, VVIT
Member	Mr. Vishnu Haridas	Assistant Prof, Department of ME, VVIT

Responsibility of the cell :

- To provide guidance and assistance for the students to achieve their career goals and to provide awareness on Higher Education or Studies. Self-employment and Job opportunities.
- To make the students comfortable and bring forth their inherent capabilities, the counselling and guidance must be given to the students in the beginning through various measures viz.tutorials, organizing competitions, group discussion, interactive sessions, e-learning, usage etc.
- To improve the communication skills of the students through various measures.

The Constitution was adopted by the members to achieve the aims and execution duties.


Approved by Principal.

PRINCIPAL



Vedavyasa Institute of Technology, Karad(PO), Malappuram Dt.

Minutes of Placement Committee meeting

Conducted during Odd semester -Academic Year 2024-25

Meeting Called	Mr.Sanal Kumar
Type of Meeting	Placement Committee Meeting
Facilitator	Mr. Sanal Kumar
Mode:	Admission Room -offline
Date:	19/07/2024 - Time: 12:30 pm-1:00 pm
Participants: Ms.Divya K K HOD, CE: Ms.Ranjana K HOD CSE, Ms. Soumya K AP EEE, Ms. Sneha Giridharan AP CSE, Ms. Neha Sunil AP CSE, Ms. Parvathy AP CSE	

The following points were discussed in the meeting:

Suggestion/Matter Raised	Suggestions/Matters Discussed	Deadline	Actions to be taken by
Placement Committee	Formed a placement committee of 7 members for the academic year 2024-25. Planned to add students members (S5 students) to the committee.	Must be done within this week	Mr.Sanal Kumar (HOD,S&H)
Interview Skills	Planned to improve interview skills of students by conducting Group discussions on various topics for improving their communication skills and interview skills.	Mentor/Library hour of every week	Tutor/Co-tutor
Placement Awareness	Planned to conduct placement awareness by organizing sessions on AI, ML, Robotics etc. A technical session will be conducted every two weeks.	Must be conducted within Friday of alternate weeks	Faculties of VVIT

The above points were discussed and resolved so that the action will be done with immediate effect by all the members present.


Placement Officer




Principal

Vedavyasa Institute of Technology, Karad(PO), Malappuram Dt.
 Minutes of Placement Committee meeting 2024-25 Odd semester
 Conducted during Odd semester -Academic Year 2024-2025

Meeting Called By	Mr. Sanal Kumar
Type of Meeting	Placement Committee Meeting
Facilitator	Mr. Sanal Kumar
Mode: Offline/online	Mechanical Seminar Hall -offline
Date:	08/08/2024- Time: 12:30.00pm -01:30 pm
Participants:	Ms. Ranjana C (HOD CSE), Ms. Sneha Giridharan (AP CSE), Ms. Parvathy (AP ECE), Ms. Neha Sunil (AP CE), Mr. Vishnu Haridas (AP ME)
Student Representatives:	Abhina V K (CSE), Anurag C K, (CSE) Aysha Riya (CSE), Shada (ECE), Nandana (CE), Lathiya (CE), Sneha (CE)

The following points were discussed in the meeting:

Suggestion/Matter Raised	Suggestions/Matters Discussed	Deadline	Actions to be taken by
Online Sessions	<ul style="list-style-type: none"> Planned to conduct different technical and placement related online sessions. Faculties of the placement committee of the respective department should ensure each session's student registration and attendance. Placement committee faculty members have to communicate with student placement coordinators and ask them to share placement-related information with their respective classes. A placement oriented session on Artificial Intelligence has been planned to conduct on 12-08-2024 (Monday). 	<p>Must be conducted within Friday of every week.</p> <p>Must be monitored before the registration ends.</p> <p>The very next day after the meeting.</p> <p>19 Aug 2024</p>	<p>Ms. Sneha (CSE), Ms. Neha (CE), Ms. Parvathy (ECE), Ms. Soumya (EEE), Mr. Vishnu (ME)</p> <p>Ms. Ranjana. C (HOD, CSE)</p>
Activities	<ul style="list-style-type: none"> Activities for the improvement of communication skills has to be conducted. Various placement related sessions and activities are planned to conduct during seminar hours of every week. 	Mentor/library hour of every week	Tutor/Co-tutor
Placement committee Meeting	<p>Placement committee meeting have to be conducted once in every week,</p> <p>The meeting minutes have to be prepared by Ms. Soumya K (AP EEE)</p>	<p>Must be conducted within Friday.</p> <p>The very next day after the meeting.</p>	<p>Mr. Sanal Kumar (HOD, S&H)</p> <p>Ms. Soumya K (AP EEE)</p>
<p>The above points were discussed and resolved so that the action will be done with immediate effect by all the members present.</p>			

Placement Co ordinator

[Signature]



Principal

[Signature]



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