



VEDAVYASA INSTITUTE OF TECHNOLOGY

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

Constitution of Career Guidance & Placement Cell for the year 2018-19

In compliance with the requirement of Academic Regulations of APJ Abdul Kalam Technological University, Kerala, and Approval Process handbook 2018-19 of AICTE, a Committee as detailed below has been reformed.

Name of the Committee	Career Guidance & Placement Cell 2018-19
Date of Constitution	17.09.2018
Responsibility of the members	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.
Higher Authority / Management	The Committee will report to the Principal

Designation in Committee	Name	Designation
Chairman	Dr. Sangheetha S.	Principal
Convener	Mrs. Babitha P.K.	Placement Officer
General Secretary	Ms. Chinjusha	AP, S&H
Member	Ms. Divya K K	HOD CE
Member	Prof. C. Periasamy	HOD ECE
Member	Ms. Krishna priya	AP, ECE
Member	Prof. Balakrishnapillai	HoD, EEE

Responsibility of the Cell

- To providing 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, library 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 of duties.



Approved by Dr. Sangheetha S., Principal.

Vedavyasa institute of technology Karad Rd, Kerala
Minutes of placement meeting
Conducted on : 22-03-19

Meeting called by	Dr.. sangeetha s(principal)
Type of meeting	Placement meeting
facilitator	Mrs Babitha pk (placement officer),
Mode: offline	Meeting hall
date	22-03-19 time :3. 00p.m-3:30pm
Participants; Mrs Babitha PK (placement officer), Ms chinjusha (s&h) ,prof.Balakrishnapillai (EEE), Ms Krishna Priya (ECE),Divya Kk. (Ce)	

The following points were discussed in the meeting

Suggestion/matter raised	Suggestion /matter discussed	Action to be taken
Hiring by different companies	Simlabs is hiring for engineering trainee	Placement officer, concerned department staff placement in charge

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