

Date 15/6/15  
Time 2.30 P.M

Agenda : Discussion on year wise programme - 2015  
June to 2016 march.

Members Present

1. Principal
2. Dr. Shubri C
3. Ms. Mary Philip
4. Nandini.
5. Shilpa

ed  
Shubri C  
Mary Philip  
Nandini  
Shilpa

Members were assembled in the audio visual room and the president gives a brief description on upcoming ventures related to career guidance and placement cell. Members highlighted the importance of coaching for competitive exams.

Decisions-

1. Decided to conduct PSC orientation programme.

Dr. Shubri C Shubri C  
Co-ordinator

ed C 1 L 124  
President



Date: 2.20.10  
Time: 2.30 P.M.

Topic: Discussion on the new programme - 2012  
Time to 2.45 P.M.

- 1. Dr. S. Srinivasan
- 2. Dr. Srinivasan
- 3. Dr. Srinivasan
- 4. Dr. Srinivasan
- 5. Dr. Srinivasan

Members were assembled in the auditorium room and the president gave a brief description on the new programme related to the new programme and the importance of the programme for competitive exams.

It is decided to conduct the orientation programme.

Dr. Srinivasan  
President

Dr. Srinivasan  
Secretary



Date. 7/7/15

Time. 12.30 PM

## Agenda - PSC Orientation Programme

### Members Present

1. Principal <sup>Ch.</sup>
2. Dr. Shibi C
3. Ms. Mary Philip
4. Nandini

Shibi :  
Mary Philip  
Nandini

Members gathered in the Career Guidance room and discussed about need of PSC orientation. Dr. Shibi suggested a class by fast tracks, pullut on 10.7.15. The meeting was over after giving the charge responsibility to conduct the same to Ms. Mary Philip.

### Decisions

1. Decided to conduct PSC orientation Programme on 10/7/15 by fast tracks, Kodungallur, Pullut.

Dr. Shibi C. Shibi :  
Co-ordinator.

A. C. L. L.  
President



Date 4/17/12  
Time 12:30 PM

Agenda - PSC Orientation Programme

Members Present

- A. Narasimhan
- S. M. Manjiv Phulp
- Dr. M. C. Srinivasan
- Dr. M. C. Srinivasan

~~Dr. M. C. Srinivasan~~  
~~Dr. M. C. Srinivasan~~

Members gathered in the (Lecture) hall  
 rooms and discussed about need of PSC orientation  
 Dr. M. C. Srinivasan presented a class by first part of the  
 on 10.7.12. The meeting was over after giving  
 the charge responsibility to conduct the course to  
 Mr. Manjiv Phulp.

Decision

1. Decided to conduct PSC orientation Programme  
 on 10/5/12 by first part of the  
 Phulp

Dr. M. C. Srinivasan  
 Co-ordinator

Dr. M. C. Srinivasan  
 President



Date - 11 - 08 - 15

Time - 1:PM

Agenda — Discussion on the earlier programme by fast Track, Kodingallur.

Members Present

1. Principal
2. Dr. Shubi C
3. Nandini
4. Shulpa

~~Shulpa~~  
~~Shubi~~  
~~Nandini~~  
~~Shulpa~~  
~~Shubi~~

Members gathered in the Career Guidance Room. Nandini mentioned that the class on PSC exams was so good; and they need more such classes. Dr. Shubi assured that such class will be arranged in upcoming days. Student members pointed out the need of classes on Career planning.

Decisions.

1. Decided to conduct more PSC orientation programmes
2. Decided to call Fast Track, Pullut once again to conduct the class.

Dr. Shubi C Shubi  
 Co-ordinator

S. C. L. V.  
 President



Date - 11 - Oct - 21  
Time - 1:30 PM

Agenda - Discussion on the career programme  
by Prof. Mrs. K. K. Kulkarni

Members Present

1. Principal
2. Dr. K. K. Kulkarni
3. Dr. K. K. Kulkarni
4. Dr. K. K. Kulkarni

Dr. K. K. Kulkarni  
Dr. K. K. Kulkarni  
Dr. K. K. Kulkarni  
Dr. K. K. Kulkarni

Member advised in the career guidance forum  
mentioned that the class on the career  
programme was good and the need was  
felt. Dr. K. K. Kulkarni stated that the class will be  
conducted in upcoming days. Student members  
pointed out the need of class on career planning.

- Decisions
1. Decided to conduct more PC programmes
  2. Decided to call Prof. Mrs. K. K. Kulkarni again  
to conduct the class.

Dr. K. K. Kulkarni  
Co-ordinator

Dr. K. K. Kulkarni  
President

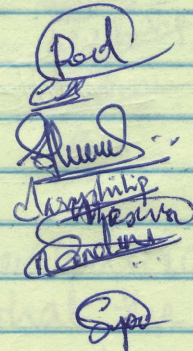


Date: 28/09/15  
 Time: 1:15 PM

## Agenda — class on Career Planning

### Members Present


1. Principal
2. Dr. Shubi - C
3. Ms. Mary Philip
4. Nandini
5. Shulpa

  
 Principal  
 Dr. Shubi  
 Ms. Mary Philip  
 Nandini  
 Shulpa

Members were gathered in the Career Guidance Room. Shulpa discussed about the importance of career planning in the time of graduation. Principal directed to conduct such a class for whole students.

### Decision

1. Decided to conduct a class on Career planning by Mr. Joby. Responsibility was given to Dr. Shubi and Shulpa.

Dr. Shubi C   
 Co-ordinator

J. C. L. George  
 President



Book - 25/04/12  
Time - 1 1/2 PM

Agenda - Class on Career Planning

Members Present

- 1. Principal
- 2. Dr. S. S. Srinivasan
- 3. Mr. S. S. Srinivasan
- 4. Mr. S. S. Srinivasan
- 5. Mr. S. S. Srinivasan

Dr. S. S. Srinivasan  
 Mr. S. S. Srinivasan  
 Mr. S. S. Srinivasan  
 Mr. S. S. Srinivasan

A class for which students  
 and questions I prepared directed to conduct and  
 importance of career planning in the line of  
 guidance. Mr. S. S. Srinivasan discussed about the  
 members were gathered in the career

Conclusion

1. Directed to conduct a class on career planning  
 by Mr. S. S. Srinivasan. Responsibility was given to  
 Mr. S. S. Srinivasan

Dr. S. S. Srinivasan  
 President

Dr. S. S. Srinivasan  
 Co. Secretary

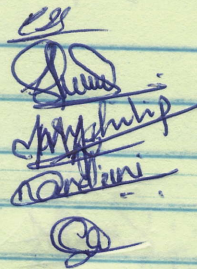


Date: 26/10/15  
Time: 2.30 PM.

- Agenda -
1. Discussion on class by Mr. Joby
  2. Discussion on Career planning class

Members Present


1. Principal
2. Dr. Shubir C
3. Ms. Mary Philip
4. Nandini
5. Shulpa

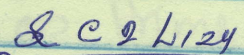


Members gathered in the Career Guidance Cell room. Ms. Shulpa mentioned that the class by Mr. Joby was good, but the number of students, and lack of time was barriers for the class. Principal suggested to conduct one more class on career planning. All other members supported.

Decisions.

1. Decided to conduct PSC orientation on 19/10/15
2. Decided to conduct a class on 30/10/15 by Mr. <sup>James</sup> Joseph on Career planning.
3. Decided to conduct a class on avocations on 30/10/15

Dr. Shubir C   
Co-ordinator.

  
President



Date 10/10/12  
Time 2:30 PM

- 1. Discussion on class for Mr. Joby
- 2. Discussion on Career Planning class

Members Present

~~Dr. Phillip~~  
~~Mr. Phillip~~  
~~Mr. Phillip~~  
~~Mr. Phillip~~

- 1. Phillip
- 2. Dr. Phillip
- 3. Mr. Phillip
- 4. Mr. Phillip
- 5. Dr. Phillip

Members gathered in the Career Center  
 Mr. Phillip mentioned that the class  
 by Mr. Joby was good, but the number of  
 students and lack of time was barrier for  
 the class. Phillip suggested to conduct  
 one more class on career planning. All class  
 members suggested.

Business

- 1. Requested to conduct 250 consultation on 10/10/12
- 2. Requested to conduct a class on 10/10/12
- 3. Requested to conduct a class on 10/10/12

Dr. Phillip  
President

Dr. Phillip  
Co-ordinator



Date: 3/11/15

Time - 3:30 PM

- Agenda — class on Aviation Courses — Discussion on — class on Prime ministers Bheema Suraksha plan — Discussion on earlier programmes.

### Members Present

1. Principal C.
2. Dr. Subi C
3. Mr. Mary Philip
4. Nandana
5. Shulpa.

Shulpa  
~~Secretary~~  
~~President~~  
 (C)

Members were gathered in Career Guidance room. Discussions were held on Mr. James class and PSC orientation. Good feedback was got. Nandana mentioned that Mr. James class was not so good, due to overcrowd in the auditorium. Aviation class was so good.

### Decisions.

1. Decided to conduct a class on aviation courses by Avion Aviation Academy on the upcoming batches also.
2. Decided to conduct a gathering on Prime ministers Bheema Suraksha Yojana with the collaboration of Canara bank, Jana Sikkam Samitham on 11/11/15.

Dr. Subi C Shulpa :  
 Co-ordinator

S. S. S. S. S.  
 President



Date: 8/1/12  
Time: 5:30 PM

- Agenda —
- class on AVIATION COURSE - Discussion on
- class on PURE WATER SYSTEM
- general plan
- Discussion on other programs

Members Present

- 1. President
- 2. Dr. Philip C. King
- 3. Dr. William D. King
- 4. Mr. ...
- 5. Mr. ...

Members were gathered in Great Conference room. Discussion was held on the water class and for mention. Good feedback was got. Members mentioned that the water class was not so good due to overcrowd in the auditorium. Another class was so good.

Business

I decided to conduct a class on water and course of Air and Water Academy on ...

I decided to conduct a continuing education course for water before ... The collaboration of ...

Dr. Philip C. King  
President



Date - 10/12/15

Time - 4PM

Agenda: Life Skill education class.

Members Present

1. Principal
2. Ms. Mary Philip
3. Dr. Shubi.C
4. Nandini
5. Shilpa.

Shilpa  
~~Shilpa~~  
~~Shilpa~~  
~~Shilpa~~  
~~Shilpa~~

Members gathered in the Career Guidance office. Life skill education class - details are presented by the president. Everyone is in favour of such class. Members agreed to conduct the same.

Decisions

1. Decided to conduct a class on life skill education
2. Ms Mary Philip will coordinate the programme.
3. Decided to invite Hemapalan, FCI (Food Corporation of India) for the programme.

Dr. Shubi.C Shubi  
 (Co-ordinator)

Shilpa  
 Principal  
 (President)



DATE - 10/12/12  
TIME - 4 PM

Agenda - Life Skill Education Class

Members Present

- |               |               |
|---------------|---------------|
| 1. President  | 1. President  |
| 2. Dr. Philip | 2. Dr. Philip |
| 3. Dr. Philip | 3. Dr. Philip |
| 4. Dr. Philip | 4. Dr. Philip |
| 5. Dr. Philip | 5. Dr. Philip |

Dr. Philip C. ...  
 of the Life Skill Education class - details as  
 presented by the president. Everyone is so forward  
 of this class. Members agreed to conduct the same

Decisions

1. Decided to conduct a class on life skill education
2. The main Philip will coordinate the program
3. Decided to invite ... FCI (and ...)

Dr. Philip C. ...  
 (President)  
 Philip ...  
 (President)



14/01/16

14/01/16

Time - 3:30 PM

Agenda

class on civil service.

Members

Members are gathered at the Career guidance office room. Principal suggested that the class on civil service will be more useful for the students. So members discussed the matter and decided to conduct an orientation class on civil service preparation.

Members Present

1. Principal S. Srinivas
2. Dr. Shubir C Shubir
3. Mary Philip Mary Philip
4. Nandini Nandini
5. Shilpa Shilpa

Decision

Decided to conduct a class on civil service on next month. Decided to invite Mr. Meljo, faculty Jyothy Civil Service academy, Tumkur.

Shubir

Dr. Shubir C

S. Srinivas

Principal



XXXX

11/10/16

June - 8:30 PM

Agenda

Chair of Civil Service

Members

Members are gathered at the corner  
conference office room. Forward suggested that  
the class on Civil Service will be more useful  
for the students so members discussed the  
strategies to conduct an orientation  
class on Civil Service preparation.

Members Present

- 1. Forward
- 2. Dr. Shari C. Sherry
- 3. Mary Beth
- 4. Nardine
- 5. [unclear]

Decision

Decided to conduct a class on civil service in next  
month. Decided to invite the public family groups  
civil service academy. The end

Dr. Shari C. Sherry

Forward



3/12/16

Time - 2 PM

Agenda:- class on Study Abroad - possibilities.

Members Present

1. Principal
2. Dr. Shubri.C
3. Mary Philp
4. Nanditha
5. Shilpa.

Leahy  
Shubri.C  
Mary Philp  
Nanditha  
Shilpa

Students from various departments suggested to conduct a class on higher studies. Principal informed that they need to know the way to apply, register, and the scholarships they can avail from the abroad countries. All the members supported and decided to conduct a class on Higher Studies at abroad.

Decision.

1. Decided to invite Mr. V.S. Muhammad Ibrahim, Director Backward Class Development Department (Retd) for the class



Dr. Shubri.C

Leahy  
Principal.



8/1/16  
Time - 2 PM

Agenda - Class on Study Process - Positional

Members Present

1. Principal
  2. Dr. Srinivas C.
  3. Mary Prasad
  4. Nandini
- Dr. Srinivas C. (Chairman)  
 Mary Prasad  
 Nandini  
 Principal

Students from various departments  
 suggested to conduct a class on 'Study Process'.  
 Principal informed that they need to know  
 the way to apply register with the school.  
 They can avail from the school counter.  
 All the members supported and decided to conduct  
 a class on 'Study Process' at school.

Decision

1. Decided to invite Mr. V. Srinivasan  
 Director, Director for Research and Development  
 Department (R&D) for the class.

Principal  
 Mary Prasad

Srinivas C.  
 Dr. Srinivas C.



8/03/16

Time 4 PM.

Agenda. Class on civil Service Examinations  
Yearly Evaluation.

Members

1. Principal
2. Dr. Shubi.C
3. Mary Philip
4. Nandini

Leikay

Shubi

Mary Philip

Nandini

Members are gathered at the career guidance cell room. Members suggested about civil service ~~gac~~ Guidance class for the under graduate students. Principal supported to conduct the same. Evaluation on whole programme were leaded by the Co-ordinator.

Decisions.

Decided to conduct a class on civil service examination on month of March. Decided to invite Mr. Vijimol IPS.

Shubi  
Dr. Shubi.C

Leikay  
Principal.



8/23/16  
Time of PM

Agenda: Class on Civil Service Examinations  
Newly Evaluation

Members

- 1. Principal
- 2. Dr. John C.
- 3. Mr. Philp
- Dr. John C. [unclear]
- [unclear]
- [unclear]
- [unclear]

Members are gathered at the main  
 conference cell room. Members suggested  
 about civil service exam. Examinations class for the  
 under graduate students. Principal suggested  
 to conduct the same. Evaluation on whole programme  
 were held by the co-ordinator.

Decision

Decided to conduct a class on civil service  
 examination on basis of needs. Decided  
 to invite Mr. [unclear] to

Principal  
 [unclear]



2/6/16

Time: 4 p.m.

Agenda: To chart out activities of the Career Guidance cell for the year 2016-17

Members :-

1. Principal
2. Ms Maey Philip
3. Ms Raula Baike
4. Ms Reshma
5. Ms Anna P.K.
6. Ms Liji T.J

S. C. L. S. S.  
 ✓ Maey Philip  
 Raula  
 Reshma  
 Anna  
 Liji

Members gathered in the Audio-visual room in order to discuss and chart out the activities of the Career guidance cell for the academic year 2016-17. It was also decided to start PSC/Bank/Civil Service coaching for the I paper (common) on weekends in the college itself from 9.30-3.30. Possibility of such a step & their various requirements were discussed.

Decisions :-

1. A Career orientation class by Ms Jemi K.L. was decided to be arranged for the III years
2. The prospective candidates for weekend coaching was decided to be collected through the depts.

Maey Philip  
 Co-ordinator

S. C. L. S. S.  
 Principal



2/1/10  
Time: 4 p.m.

Agenda: To elect and activities of the Council  
Performance cell for the year 2010-11

Members:-

- |   |                       |
|---|-----------------------|
| 1 | Principal             |
| 2 | Mr. Manoj D. J.       |
| 3 | Dr. P. S. S. S. S. S. |
| 4 | Mr. B. S. S. S.       |
| 5 | Mr. A. S. S. S.       |
| 6 | Mr. J. S. S. S.       |

Members gathered in the Auditorium room in order to discuss and elect out the activities of the Council performance cell for the academic year 2010-11. It was also decided to start a project of Civil Service training for the I paper (computer) on weekends with a fee of Rs. 2000 from 8.30 - 10.30. It was decided to start a step of their action implementation.

Resolution:-  
A career orientation class by Mr. D. S. K. J. was decided to be arranged for the 10th year. The prospective candidates for writing coaching was decided to be selected through the 10th.

Signature  
Principal



1/7/16  
Time: 3.30 p.m

Agenda: To arrange soft-skill enhancement

Members :-

1. Principal
2. Mary Philip
3. Raisa
4. Reshma
5. Liji
6. Shna

S. C. K. S.  
Mary Philip  
Raisa  
Reshma  
Liji  
Shna

A Kochi-based Soft-skill training company called 'Ednhunters' had approached the Career guidance cell, offering a two-hour class for the III year students on 'Soft skill Enhancement'. The matter was discussed & it was decided to go ahead with it. Mr Anil and Mr Johny are the trainers who offered to come.

Decisions :-

1. It was decided to conduct Soft skill Training programme for III yrs in the college auditorium.

Mary Philip  
Co-ordinator

S. C. K. S.  
Principal



Time: 8:30 p.m.  
Date: 11/10

Agenda: To arrange staff with environment

Members:

- |                           |   |
|---------------------------|---|
| <del>Principal</del>      | 1 |
| <del>Manoj Prasad</del>   | 2 |
| <del>P. S. S.</del>       | 3 |
| <del>Prakash</del>        | 4 |
| <del>Dr. Chit C. S.</del> | 5 |
| <del>Dr. S.</del>         | 6 |

A letter was received from the staff training  
 company called 'Scholarship' and requested that  
 some students will offering a two-day class for the  
 staff. The staff will be interested in the  
 matter and decided to be invited to attend  
 with it. Mr. Prasad and Mr. Prasad are the  
 who offered to come.

Discussion:  
 It was decided to contact staff with the  
 programme for the staff training.

~~Principal~~  
~~Manoj Prasad~~



3/8/16  
Time: 4.00 p.m

Agenda: To arrange a class on how to face an Interview Board.

Members:-

1. Principal
2. Mary Philip
3. Raisa
4. Anna
5. Liji
6. Keshma

In witness  
Mary Philip  
Raisa  
Liji  
Keshma

A professional soft-skill & formal trainer, Mr Bastian, has agreed to give a session of training to our students, especially the III year who will be facing numerous exams, tests and interviews in their search for a job. Facing the interview board is an important aspect. All agreed to go ahead with the programme & also to start the weekend coaching classes this week as a good number of students seemed interested.

Decisions:-

1. To conduct the training session on facing the interview board for III year students in the college auditorium.
2. To start coaching classes this weekend.

Mary Philip  
Co-ordinator

L. C. Josey  
Principal



5/9/16  
Time: 4.00 p.m.

Agenda: To conduct a language or speaking skills related training

Members:-

1. Principal
2. Mary Philip
3. Raisa
4. Anna
5. Reshma
6. Diyi

~~Reshma~~  
~~Mary Philip~~  
~~Raisa~~  
~~Anna~~  
~~Reshma~~  
Diyi ✓

The members gathered in the audio-visual room & it was discussed that there was great need for some kind of training in language & speaking skills too, especially for the III<sup>rd</sup> yrs students. This issue based training centre 'Confident Academy' had agreed to conduct a session for our students. It was agreed upon by all members to go ahead with the same.

Decisions:-

1. To give the III<sup>rd</sup> yr and II<sup>nd</sup> yr students a session on spoken or communicative English.
2. To conduct coaching classes in the weekend.

Mary Philip

Reshma  
Principal



3/10/16  
Time: 3.30 p.m

Agenda : An orientation class on higher studies and the available options.

Members :-

- 1. Principal
- 2. Mary Philip
- 3. Liji
- 4. Anna
- 5. Reshma
- 6. Raisa

S. C. K. S. J.  
~~Mary Philip~~  
~~Liji~~  
~~Anna~~  
~~Reshma~~  
~~Raisa~~

The members gathered in one classroom and discussed about the need and possibility of an awareness class on options in higher education. Mr. Jomi, K.L, director of a coaching institution in Thrissur had agreed to give a talk to the students & make them aware of the options available in their respective disciplines.

Decisions :-

- 1. To conduct an orientation class on higher study options for III yr students.
- 2. To conduct coaching classes in the weekend

Mary Philip  
Co-ordinator

S. C. K. S. J.  
Principal



10/11/16  
Time: 4.00 p.m

Agenda: A session on preparing effective resume

Members:-

1. Principal
2. Mary Philip
2. Raisa
4. Anna
5. Reshma
6. Liji

~~S. C. L. S. S.~~  
~~Maughanip~~  
~~Raj~~  
~~...~~  
~~...~~  
~~...~~  
✓

The members of the Career guidance cell gathered in the Audio-visual room and discussed on the requirement of a training on preparing effective resume as requested by a number of final year students. A faculty from Skills Academy, Coimbatore has offered to conduct a session. The weekend coaching classes are to be continued.

Decisions:-

1. To give a training session on the preparation of an effective resume to III yr students
2. To conduct weekend coaching classes for PSG/Bank etc

~~Maughanip~~  
Co-ordinator

S. C. L. S. S.  
Principal



9/12/16  
Time: 3.30 p.m

Agenda :- To conduct a class on Job Openings

Members:-

1. Principal
2. Mary Philip
3. Raisa
4. Anna
5. Reshma
6. Liji

~~L. C. L. S. S. S.~~  
~~Mary Philip~~  
~~Raisa~~  
~~Anna~~  
~~Reshma~~  
~~Liji~~

The members of the Career Guidance cell gathered in the Auditorium and discussed the possibility of conducting a class on Job Openings available to those who wish to start working soon after their U.G or P.G. Coaching classes to be concluded as III year students are busy with their project work.

Decisions:-

1. To make arrangements for a session on Job opening for U.G & P.G students
2. To discontinue coaching classes for this year.

Mary Philip

Co-ordinator

L. C. L. S. S. S.

Principal



6/11/16  
Time: 4.00 p.m

Agenda :- To conduct a class on Technology and its usage

Members :-

1. Principal
2. Mary Philip
3. Liji
4. Raisa
5. Anna
6. Reshma

~~Seslasy~~  
~~Mary Philip~~  
~~Liji~~  
~~Raisa~~  
~~Anna~~  
~~Reshma~~

The members of the Career guidance cell gathered in the Audio-visual room. As per the request of the various departments and students, it was agreed upon to give a class to the III year of P.G students on the usage of Technology for academic & job-related matters.

Decisions :-

1. To conduct a training cum class on the usage of technology by Mr Sandesh from Infopark.

~~Mary Philip~~  
Co-ordinator

~~Seslasy~~  
Principal



4/2/16  
Time: 4.00 p.m

Agenda: - To conduct a class on 'Industrial Familiarisation'

Members:-

1. Principal
2. Mary Philip
3. Liji
4. Raisa
5. Arma
6. Reshma

Sethy  
Mary Philip  
Liji  
Raisa  
Arma  
Reshma

The members of the Career guidance cell gathered in the audio-visual room. As the final year students of U.G & P.G were nearing their examinations, it was decided to give them some more training and information of the competitive world that they were about to march into. Mr Jafer had approached the Career guidance cell, offering to train our students in the requirements of the job market.

Decisions:-

1. To conduct the industrial familiarisation session for final years.
2. Both U.G & P.G. final year students to be enrolled for the programme.

Mary Philip  
Co-ordinator

Sethy  
Principal



29/3/16

Time: 3.30 p.m

Agenda: To review the activities for the year 2016-17

Members:-

1. Principal
2. Mary Philip
3. Liji
4. Reshma
5. Raisa
6. Anna

~~Liji~~  
~~Mary Philip~~  
~~R1~~  
~~Raisa~~  
~~Anna~~

The members of the Career guidance cell gathered in the audio-visual room to discuss about the activities of the Career guidance cell in the year 2016-17. It was discussed and observed that even more diversified activities and programmes were needed to increase the success rate and employability of the students. By far, the activities were satisfactory.

Decisions:-

1. To increase the number and coverage of activities under the Career guidance cell.
2. To try to bring in more resource persons to train our students.

~~Mary Philip~~  
Co-ordinator

~~Liji~~  
Principal



5/6/17  
Time: 3:30 p.m

Agenda: To discuss and chart out the activities & programmes of the cell for the year 2017-18

Members:-

1. Principal
2. Mary Philip
3. Reshma T.M
4. Nikitha
5. Reshma George
6. Sini Joseph

S. C. Joseph  
Mary Philip  
R.T.  
Nikitha  
Reshma  
Sini

The members of the Career guidance & Placement cell met in the Audio-visual room to discuss and chart out the programmes & activities of the cell for the academic year 2017-18. It was agreed upon to give importance to placement activities this academic year so that maximum number of students are placed in the best possible fields depending upon their performance and interests.

Decisions:-

1. To make the students aware of the presence of a Placement cell in the college
2. To contact and arrange for resource persons for training and coaching classes.

Mary Philip  
Co-ordinator

S. C. Joseph  
Principal



6/7/17

Time: 3.30 p.m

Agenda: To arrange for a class on 'Logistics' for B.Com & B.B.A students.

Members:-

1. Principal
2. Mary Philip
3. Nikhita
4. Reshma
5. Sini
6. Reshma George

L.etsy

Mary Philip

Nikhita

Reshma

Sini

Reshma

All the members of the career guidance and placement cell gathered in the audio-visual room. The Principal put forward the suggestion to give the final year B.Com & B.B.A students a class on 'Logistics' as such a class was offered by Mr William Chacko of International Academy of Logistics management. All the members agreed to the same. A feedback

Decisions:-

1. To arrange for the class on 'Logistics' for the III year B.Com & B.B.A students.

Mary Philip

Coordinator

L.etsy

Principal



4/8/17  
Time: 4.00

Agenda: To start PSC/Banking coaching for final year students

Members:-

1. Principal
2. Mary Philip
3. Reshma George
4. Nikitha
5. Reshma
6. Sini

Reshma  
Mary Philip  
sg  
niki  
R  
L  
sb

All the members of the Career guidance cell gathered in the audio-visual room. The co-ordinator suggested the starting of Weekend coaching classes for the aspirants of PSC/Banking. It was suggested that students should be first properly oriented about the coaching because it was observed the previous year that the students attending such classes gradually reduced towards the end of the year.

Decisions:-

1. To give orientation to the final year students about the coaching classes being conducted in the college.
2. Start the classes as soon as possible.

Mary Philip  
Co-ordinator

Reshma  
Principal



13/9/17

Time: 4.00 p.m

Agenda: To conduct an awareness class for all the students on loan facilities available to students in rural areas.

Members:-

1. Principal
2. Mary Philip
3. Nikitha
4. Reshma George
5. Sini
6. Reshma

~~Reshma~~

~~Mary Philip~~

~~Nikitha~~

~~Sini~~

~~Reshma~~

~~Reshma~~

The members of the cell gathered in the audio-visual room for a review & future planning of the activities of the Career guidance & placement cell. The Principal informed the members that the Regional Branch Manager of ESAF bank had requested a session with all the students to make them aware of the loan facilities available to them, especially due to their rural background. All the members agreed to it. Also weekend coaching classes which had to be terminated due to Onam holidays to be resumed.

Decisions:-

1. To give the awareness class to all students
2. To resume weekend coaching classes.

Mary Philip  
Co-ordinator

Reshma



4/10/17  
Time: 3.30 p.m

Agenda: To give a session on 'Opportunities for Higher Studies in Educational Institutions Outside Kerala'

Members:-

1. Principal
2. Mary Philip
3. Reshma
4. Sini
5. Nikitha
6. Reshma George

S. C. I. S. S. Y  
Chairship  
R. S.  
S.  
Sub.  
S. S.

The members gathered for the meeting. The college had been approached by 'Galaxy' group of institutes to have a session on opportunities for higher studies in educational institutions. Mr Nandakumar had offered to conduct the class. All the members had agreed. It was informed that it would be an interactive class.

Decisions:-

1. To make arrangements for the class for all final year U.G & P.G students.

Chairship  
Co-ordinator

S. C. I. S. S. Y  
Principal



2/11/17

Time: 3.30 p.m

Agenda: A class on GST implementation and effects for B.Com & B.B.A students

Members:

1. Principal
2. Mary Philip
3. Sini
4. Reshma
5. Nikitha
6. Reshma George

Reshma  
Mary Philip  
Sini  
Reshma  
Nikitha  
Reshma George

Members of the Placement cell gathered in the audio-visual room. The principal notified all the members that as part of the Central govt efforts to familiarize the people with GST & the related changes, a Financial Literacy Council from the Reserve Bank of India had requested a class for the B.Com & B.B.A students. It was agreed upon to do so because the students would be benefited from such an effort.

Decisions:-

1. To make arrangements for the awareness class on GST implementation.
2. To conduct the weekend coaching classes.

Mary Philip  
Co-ordinator

Reshma  
Principal



4/12/17  
Time: 4.00 p.m

Agenda: To make arrangements and conduct a 'Job Fair'

Members:-

1. Principal
2. Mary Philip
3. Sini
4. Reshma George
5. Nikitha
6. Reshma

Reshma  
Mary Philip  
Sini  
Reshma  
Nikitha  
Reshma

Members of the Placement cell gathered in the audio-visual room. It was discussed that in collaboration with the Dept of Vocational Studies, a job-fair could be organised in the college. Approximately 15-20 companies had offered to participate. It was agreed upon to send out invitations to other colleges only.

Decisions:

1. To prepare and distribute invitations of the job fair
2. To take care banners and notices, registration and other requirements for the same.
3. Weekend coaching to be conducted.

Mary Philip  
Co-ordinator

Reshma  
Principal



3/1/18

Time: 4.00 p.m

Agenda: To arrange for a class on opportunities in the Aviation sector

## Members

1. Principal
2. Mary Philip
3. Nikitha
4. Reshma George
5. Sini
6. Reshma

~~Reshma~~  
~~Mary Philip~~  
~~Nikitha~~  
~~ab~~  
~~S~~  
 RJ

All the members gathered for the meeting. It was observed that of late, the aviation sector was offering more and more opportunities of employment for graduates and post-graduates, especially those from the Arts streams. A well known institution, Frankfinn had offered to conduct a session in our college. All the members agreed to the proposal. It was suggested that it was time to wind up with the weekend coaching classes, since the final years were now busy with exams & project work.

## Decisions:-

1. To arrange for the class on aviation by Frankfinn
2. Conclude weekend classes this month.

~~Mary Philip~~  
 Co-ordinator

~~Reshma~~  
 Principal



2/2/18

Time: 3.30 p.m

Agenda: To give an awareness class for B.Com & B.B.A final year students on C.A.

Members:-

1. Principal
2. May Philip
3. Sini
4. Nikitha
5. Reshma
6. Reshma George

S. C. M. S.  
May Philip

Sini  
RS  
RS  
RS

All the members of the Career guidance and Placement Cell discussed and decided to conduct an awareness class for the B.Com & B.B.A students on training for C.A. Final year U.G & P.G, B.Com & M.Com students were to be arranged for the programme. Weekend coaching classes also need to be monitored.

Decisions:

1. To conduct the class on 'C.A' for B.Com & M.Com final year students.
2. To conduct weekend coaching classes.

May Philip  
Co-ordinator

S. C. M. S.  
Principal



29/3/17

Time: 3.30 p.m

Agenda: Discussion and evaluation of the activities of the Career guidance cell for the year 2017-18.

Members:-

1. Principal
2. Mary Philip
3. Reshma George
4. Sini
5. Nikitha
6. Reshma

L. C. I. S. S. Y.Mary PhilipRGSiniNikithaReshma

All the members of the Career guidance and Placement cell gathered for an evaluation session of the activities of the cell for the year 2017-18. It was observed that this year, the cell was able to diversify its scope of activities. The organization and conduct of a job-fair was the highlight of this year. Since it was for the first-time, participation levels could be improved next time. The weekend coaching classes were carried out in a satisfactory manner. More programmes need to be conducted in the coming years.

Decisions:-

1. To increase the number of programmes in 2018-19
2. To improve the number of placements
3. To encourage students to stay connected with the placement cell even after graduation.

Mary Philip  
Coordinator

L. C. I. S. S. Y.  
Principal



4/6/18  
Time: 3.30 p.m

Agenda: To plan and fix programmes & activities of the Career guidance cell for the year 2018-19

Members:-

1. Principal
2. Mary Philip
3. Raisa
4. Mary Sharon
5. Mahin George
6. Renathy

Secretary  
Mary Philip  
Raisa  
Mary Sharon  
Mahin George  
Renathy

All the members of the Career guidance and Placement Cell gathered to chart out the programmes & activities of the year 2018-19. The cell members expressed the need for interactive programmes for the students since it was an important factor in the employability skills of the students as they move out after graduation & post-graduation. Weekend coaching classes could not be completed within the stipulated time in the previous academic year so this year weekend coaching to be continued <sup>& completed</sup> for the previous batch first & also orient the students about the placement cell.

Decisions:-

1. To conduct a session for final year U.G students to make them aware of the Placement Cell.
2. To start coaching class for the previous batch of students.



4/7/18

Time: 4.00 p.m

Agenda: A class on higher studies & opportunities in Universities in & outside Kerala

Members:

1. Principal
2. Mary Philip
3. Raisa
4. Mary Sharon
5. Revathy
6. Maria George

~~Leithy~~  
~~Mary Philip~~  
 Raisa  
~~Mary Sharon~~  
~~Revathy~~  
 Maria George

Members gathered together for planning the activities of the month. The Principal informed that Mr Tom K.L., director of IMS Coaching Centre had agreed to speak to the students & make them aware of their options & opportunities in Universities within & outside Kerala. It was agreed that such a session would be beneficial for both the I & III year students. Weekend coaching classes to be continued as usual.

Decisions:

1. To start with an orientation class for I & III year students.
2. To continue with the weekend coaching classes.



6/8/18

Time: 3.30 p.m

Agenda: To organize a workshop for B. Com & B.B.A teachers

Members:

1. Principal
2. Mary Philip
3. Revathy
4. Raisa
5. Mary Sharon
6. Maria

~~L. C. Issy~~~~Mary Philip~~~~Revathy~~~~Raisa~~~~Mary Sharon~~~~Maria~~

The members of the cell assembled together. The Principal informed the members that 'Mockman' Training Institute, Kochi, had offered to organize a workshop for our B. Com & B.B.A teachers, with international certification. It was also agreed upon to complete the weekend coaching classes of the previous batch of students which were remaining for the previous batch.

Decisions:

1. To make arrangements for the workshop for teachers
2. To complete and conclude the weekend coaching class for the previous batch of students.

~~Mary Philip~~  
Co-ordinator

~~L. C. Issy~~  
Principal



5/9/18  
Time: 3:30 p.m

Agenda: To plan and execute some special programmes for the flood affected students as per their requirements.

Members:-

1. Principal
2. Mary Philip
3. Maria George
4. Raisa
5. Revathy
6. Mary Sharon

~~Lectry~~  
~~Mary Philip~~  
~~Maria George~~  
~~Raisa~~  
~~Revathy~~  
~~Mary Sharon~~

Members of the cell gathered to discuss the condition of students & teachers after the floods. A big number of students and the college as such had been badly affected by the floods. Many of the students had still not started to get back to normal life. Even the college was still under repair and re-construction so more of counselling and home-visits were being undertaken in the college. Relief materials were being collected and distributed whenever needed.

Decisions:-

1. To support and encourage the students
2. To assist in the building-up of the college.



4/10/18

Time: 4.00 p.m

Agenda: To conduct an aptitude test in collaboration with the Chanakya IAS Academy, Delhi

Members:-

1. Principal
2. Mary Philip
3. Maria
4. Raisa
5. Mary Sharon
6. Revathy

S. C. I. S. S. S.

Mary Philip

Mary Philip

Raisa

Mary Sharon

Revathy

All the career guidance & Placement Cell members gathered in the Audio-Visual Room. Principal informed all the members that Chanakya IAS Academy, Delhi, had approached the college asking for the conduct of an aptitude test for all the II & III year students who are aspiring to get into the civil services. It was agreed upon to inform students of all the departments about such an opportunity. It was also decided to check the possibility of resuming the weekend coaching classes.

Decisions:-

1. To conduct the aptitude test.
2. To conduct weekend coaching classes.

Mary Philip  
Co-ordinator

S. C. I. S. S. S.  
Principal



6/11/18

Time: 3.30 p.m

Agenda: To conduct an orientation class on civil services for the final year students.

Members:-

1. Principal
2. Mary Philip
3. Mary Sharon
4. Raisa
5. Revathy
6. Maria George

L. C. L. S. S. S.  
Mary Philip  
Mary Sharon  
Raisa  
Revathy  
Maria George

Members of the Placement cell gathered in the Audio-visual room to discuss about the possibility of conducting another session on civil service options for the final year students as per their request. The feedback for the aptitude test and following session by the Charakya Academy was very impressive. It was also brought to the notice of the principal that the students were still not in a condition to get back to the coaching classes. The aftereffects of the flood were still to be seen everywhere.

Decisions:

1. It was decided to organize and conduct a class on Civil service options for final year U.G & P.G students.

Mary Philip

L. C. L. S. S. S.



4/12/18  
Time: 4.00 p.m.

Agenda: A session on the preparation of an effective C.V.

Members:-

1. Principal
2. Mary Philip
3. Maria George
4. Revathy
5. Raisa
6. Mary Sharon

S. C. 1/12/18  
Mary Philip  
Maria George  
Revathy  
Raisa  
Mary Sharon

All the members gathered for the meeting in the auditorium. It was discussed and understood that the final year U.G & P.G students had requested a session on the preparation of an effective C.V. Last year one such class had been given and was very much beneficial to all the participants. It was also observed that this time the classes & sessions should be on the request of the students themselves so as to ensure their maximum participation.

Decisions:-

1. To conduct the class on the preparation of effective C.V.

Mary Philip  
Co-ordinator

S. C. 1/12/18  
Principal



8/11/19  
Time: 4.00 p.m

Agenda:- To make available exam related assistance and coaching to all the U.G & P.G students affected by the floods.

Members:-

1. Principal
2. Mary Philip
3. Maida George
4. Revathy
5. Raisa
6. Mary Sharon

~~S. B. 1/2/24~~  
~~Laeynina~~  
~~marigaly~~  
~~AB~~  
~~Chris~~  
~~Sharon~~

All the members of the Career guidance and Placement cell gathered in the Audio-visual room to discuss about the activities for this and the following month. The Principal put forward the suggestion that since this year the large number of students had been badly affected by floods, more than any other kind of coaching or classes, they needed assistance in the preparation for their exams. Many of them had lost their books & notes & were not in a condition to buy new ones. It was decided to trace out all such students and render them all possible help.

Decisions:-

1. To identify affected students
2. To give them all possible help.



5/2/19  
Time: 4.00 p.m

Agenda: To study and improve upon the assistance being rendered to students for the examinations

Members:-

1. Principal
2. Mary Philip
3. Raisa
4. Mary Sharon
5. Maria George
6. Revathy

S. Erthy  
Mary Philip  
Raisa  
Mary Sharon  
Maria George  
Revathy

All the members of the Career guidance cell gathered in the audio-visual room. It was suggested by the Principal to continue the work of helping the students in their preparation because the students had come forward with such a request. Students were being assisted on the model of remedial coaching. The feedback of the students was quite encouraging.

Decisions:-

1. To continue helping the students in their preparation for exams.

Mary Philip  
Co-ordinator

S. Erthy  
Principal



28/3/19

Time: 4.00 p.m.

Agenda: To evaluate the activities of the Career guidance & Placement cell for the year 2018-19

Members:-

1. Principal
2. Mary Philip
3. Mary Sharon
4. Raisa
5. Revathy
6. Maria George

~~28/3/19~~  
~~Mary Philip~~

~~Mary Sharon~~

~~Raisa~~

~~Revathy~~

~~Maria George~~

In the gathering of all the members of the cell, it was observed that due to disastrous floods in the month of August, the programmes and activities of the Career guidance & Placement Cell had to be greatly altered. All the pre-arranged programmes had to be replaced by other activities. As per the requirements and needs of the affected students, the college as such fully concentrated on the re-habilitation of the affected students since during these times, they were badly in need of emotional & material support more than anything else. More programmes shall be conducted in the next academic year. It was however decided to offer guidance for the common paper of the NET exam for all U.G.C.-NET aspirants.

Decisions:-

1. To offer NET coaching during the vacation.



07/06/2019

Time : 3.30 pm

Agenda : To chalk out activities of the Career Guidance and Placement Cell for the Academic Year 2019-2020

Members :

Principal Dr. Sr. Lizy C.I.

Dr. Preeti John P.

Dr. Vidya Francis

Ms. Blessy Paul P.

Ms. Mary Sharon K.

Dr. Fenny K. Hancef

Ms. Manuja Mookkan

Ms. Revathy A.R.

Dr. Lizy

Dr. Preeti

Dr. Vidya

Ms. Blessy

Ms. Mary

Members gathered to chalk out the activities of the Career Guidance and Placement Cell for the academic year 2019-2020. It was decided to give awareness programmes on both higher educational opportunities and careers.

Decisions

1. To conduct motivational seminars, workshops and the like for the final year UG and PG students
2. To organise campus recruitment drive/job fair

Dr. Preeti

Dr. Preeti John P.

Dr. Lizy

Dr. Sr. Lizy C.I.



01/07/2019

Time : 3.30 pm

Agenda : To conduct a motivational seminar for the students on Career Opportunities

Members:

Principal

Dr. Pretty John P.

Dr. Vidya Francis

Ms. Blessy Paul P.

Ms. Mary Sharonk.

Dr. Fenny K. Hameef

Ms. Marya Mookkan

Ms. Renuka A.R.

S. Sridhar

id. Anthy

[Signature]

[Signature]

[Signature]

Members gathered to decide upon the resource persons for the motivational seminar to be arranged in July. It was decided to invite Dr. T. N. Jagadeesh Kumar, Head Employability Centre, District Employment Exchange, Thrissur and Mr. Jomy P. L., Director, IMS Learning Centre Thrissur. It was also agreed to form a whatsapp group for the outgoing students to know about the various job fairs outside the campus.

Decisions

1. To invite Dr. T. N. Jagadeesh Kumar and Mr. Jomy P. L. for the motivational seminar on "Future Careers"
2. To form whatsapp group for the <sup>final year</sup> students to know about various job fairs outside the campus.

S. Sridhar



07/08/2014

Time : 3.30 pm

Agenda : To organize "Moulding a Career: The First Step"

Members :

Principal

Dr. Pretty John P.

Dr. Udaya Francis

Ms. Blessy Paul P.

Ms. Mary Sharon K.

Dr. Fenny K. Hameef

Ms. Manuja Mookkan

Ms. Revathy A.R.

L. Lizzy

Co-ordinator

*[Signature]*

*[Signature]*

*[Signature]*

Members gathered to invite HR Trainers and Software Developers Ms. Anna Unnamaya Daniel and Ms. Anagha Shibu of Cogniz Infotech, Palacivattam for "Moulding a Career: The First Step." It was agreed to arrange classes by alumni for the students of various departments.

Decisions :

To organize "Moulding a Career: The First Step" for the Final Year Students  
To arrange classes by alumni for motivating outgoing students.

*[Signature]*

Dr. Pretty John P.  
Co-ordinator

L. Lizzy

Dr. Sr. Lizzy C.T.  
Principal



24.09.2019.

Time: 3.30 pm.

Agenda: Arranging Training Programme for students to face interview

Members:

Principal

Dr. Pretty John P.

Dr. Vidya Francis

Ms. Blessy Paul P.

Ms. Mary Sharon K.

Dr. Fenny K. Hanef

Ms. Mariya Mookkan

Ms. Revathy A.R.

S. C. I. S. S. Y.

identity

*[Handwritten signatures and initials]*

Members gathered at CBPC Room and expressed their disappointment for not able to conduct "Moulding a Career: The First Step" because of the unexpected holidays due to flood-like situation in Kerala. The resource persons have agreed to do the same in October. It was decided to arrange training programme for the final year students to face interview

Decision

To arrange training programme for the final year students to face interview

*[Handwritten signature]*

S. C. I. S. S. Y.

Dr. S. Lizy C.I.



10 / 10 / 2019

Time : 3.30 pm

Agenda : To arrange training programmes for the students after their external exams

Members:

Principal

- Dr. Pretty John P.
- Dr. Vidya Francis
- Ms. Blessy Paul P.
- Ms - Mary Sharon K.
- Dr. Fenly K. Haneef
- Ms. Marya Mookkan
- Ms. Revathy D-R.

- Secretary
- id.thy
- ~~id.thy~~
- ~~id.thy~~
- ~~id.thy~~
- ~~id.thy~~
- ~~id.thy~~
- ~~id.thy~~

Members assembled at the Audio-visual Room to chalk out training programmes for the final year students after their university exams. It was decided to arrange seminars led by Mr. Solomon John HOD, School of Professional Development De Paul Institute of Science and Technology Angamaly and Mr. Jaison George Arachal Motivational speaker & Director Success Mind Training Academy Muvattupuzha. It was also decided to rearrange "Moulding a Career: The First Step" on 15<sup>th</sup> October itself.

Decisions: To rearrange "Moulding a Career" on 15<sup>th</sup> October  
 To invite Mr. Solomon John and Mr. Jaison George as resource persons for the seminar.

id.thy

Secretary



11.11.2019

Time : 3.30 pm.

Agenda : To arrange a Workshop on "Facing Interviews: Do's and Don'ts"

### Members

Principal

Dr. Preethy John P.

Dr. Vidya Francis

Ms. Blessy Paul P.

Ms. Mary Sharon K.

Dr. Fenny K. Hameef

Ms. Mariya Mookkan

Ms. Revathy A.R.

Ms. Rujia Jose

Secretary

isobathy

~~Preethy~~

John P.

Mary Sharon

Rujia Jose

Members assembled at CPE Room. It was agreed to arrange a workshop on "Facing Interviews: Do's and Don't-s" and to invite Mr. Joseph Paul, Associate Professor, School of Computer Science and Placement Co-ordinator DIST Angamaly and Ms. Jaya Justy Assistant Professor, School of Management Studies, DIST Angamaly on 29<sup>th</sup> Novemr. It was also decided to seek the help of PTA and Management to fund training programmes for students' Decisions

To arrange a Workshop on "Facing Interviews? Do's and Don't-s"

To seek the help of PTA and Management to fund <sup>training</sup> programmes

isobathy

Dr. Preethy John P.

Dr. C. Lizzy

Dr. Dr. Lizzy, C.I.



03.12.2019

Agenda : To arrange classes on "Upcoming Opportunities and Vacancies in Public Sector Banks and PSU-s" and "Tips on Resume Preparation."

### Members

Principal

Dr. Preethy John P.

Dr. Vidya Francis

Ms. Blessy Paul P.

Ms. Mary Sharon K.

Dr. Feemy K. Hameed

Ms. Maruja Meekkan

Ms. Revathy A.R.

Ms. Rujia Jose

Secretary

Dr. Preethy

*[Signature]*

*[Signature]*  
*[Signature]*  
*[Signature]*  
*[Signature]*

Members gathered at CBPC Room. It was agreed to arrange classes/workshop on "Upcoming Opportunities and Vacancies in Public Sector Banks and PSU-s" and to invite Mr. Sajeev Kumar M.K., Mr. Deepak Ravendram and Mr. K.R. Girish, Motivational Speakers and Trainers, Presidency Career Point, Thrissur on 6<sup>th</sup> December. It was also decided to conduct a class on "Tips for Resume Preparation" in collaboration with the Departments of English and Vocational Studies.

### Decisions

To arrange class on "Upcoming Opportunities and Vacancies in Public Sector Banks and PSU-s"

To conduct class on Resume preparation in collaboration with the Departments of English and Vocational Studies

Secretary



10/01/2020

Time: 1:00 pm.

Agenda: To organize Educational Expo for Higher Secondary and College Students.

## Members

Principal L. Lizzy  
 Dr. Pretty John P. ibathy  
 Dr. Vidya Francis  
 Ms. Blessy Paul P. ibathy  
 Ms. Mary Sharon K. ibathy  
 Dr. Femy K. Hameef  
 Ms. Mariya Mookhen  
 Ms. Revathy A.R.  
 Ms. Riya Jose Riya Jose

Members gathered at CBPC Room to organize an Educational Expo for Higher Secondary and College students on 23<sup>rd</sup> January 2020 in collaboration with Geetha's Academy. Ms. Vannie Devi, Educational Counsellor, Parel University, Vadodara has agreed to become the resource person. Duties were assigned to various members for the big event. A session on "Insurance Career Jobs Training Courses" by Mr. Jinson Nunez Associate Manager HR, HDFC Life Insurance is also to be arranged.

→ To organize Educational Expo for Higher Secondary and College Students on 23<sup>rd</sup> January 2020 in collaboration with Geetha's Academy.

→ To organize class on "Insurance Career Jobs Training Courses" by Mr. Jinson Nunez, HR, HDFC Life Insurance.

ibathy  
 Dr. Pretty John P.

L. Lizzy  
 Dr. Sa. Lizzy C.I



22.01.2020

Time : 11.15 am

Agenda: To arrange a three-day-training programme and campus placement drive for the outgoing students.

Members

Principal	<u>L. C. I. S. S.</u>
Dr. Prethy John P.	<u>John P.</u>
Dr. Vidya Francis	<u>Vidya</u>
Ms. Blessy Paul P.	<u>Blessy</u>
Ms. Mary Sharon K.	<u>Sharon</u>
Dr. Fenny K. Haneef	<u>Fenny</u>
Ms. Mariya Mookken	<u>Mariya</u>
Ms. Revathy A.R.	<u>Revathy</u>
Ms. Reya Jose	<u>Reya</u>

Members gathered at the Audio-visual Room. There were discussions on the arrangements for the Educational Expo organised for higher secondary and college students on 23<sup>rd</sup> January. It was decided to organise a three-day Training Programme funded by PTA and Management for the outgoing students from 27<sup>th</sup> to 29<sup>th</sup> January 2020. The programme should include grooming sessions, group discussions, interview skills, JAM sessions, Mock Interview and the like arranged separately for different disciplines by eminent trainers. In collaboration with Cogniz Infotech and JCI Vythila, Career Guidance and Placement Cell decided to organize a campus placement drive for the outgoing students too. Duties were assigned

Decisions:

- ① To arrange a 3-day-training programme
- ② To organize a campus placement drive

John P.

Dr. Prethy John P.

L. C. I. S. S.

Dr. S. Lizy C.I.



16.02.2020

Time : 11.15 am

Agenda: To conduct "Career Quest" for Second Year B.Com and BBA students and to organise "Personal Grooming and Allied Soft Skills Sessions by Malayala Manorama.

Members:

Principal:

Dr. Preethy John P.

Ms. Shinto V.D.

Dr. Vidya Francis

Ms. Blessy Paul P.

Ms. Mary Sharon K.

Dr. Fenny K. Hameed

Ms. Mariya Mookkan

Ms. Revathy A.R.

Ms. Rija Jose

201/24~~Dr. Preethy~~~~Dr. Vidya Francis~~~~Dr. Fenny K. Hameed~~~~Ms. Revathy A.R.~~Rija Jose

Members gathered at C/PC Room. There were discussion on the success of the three-day training programme. The committee has also decided to organize "Career Quest" led by Ms. Gopakumar P.B. Senior Manager, T.M.E exclusively for the second year B.Com and BBA students. The Committee also welcomed the offer given by Malayala Manorama to conduct Personal Grooming and Allied Soft Skills Sessions for students on 26<sup>th</sup> February 2020.

Decisions: (1) To conduct Career Quest for B.Com & BBA students  
(2) To organize Malayala Manorama funded Personal Grooming and Allied Soft Skills Session

Dr. Preethy201/24



10. 03. 2020

Time : 3.00 pm

Agenda : To discuss on the cancellation of the Career Guidance and Placement Cell activities till 31<sup>st</sup> March due to Covid 19 Crisis

Members :

Principal

Dr. Pretty John P.

Ms. Shinto V.D.

Dr. Vidya Francis

Ms. Blessy Paul P.

Ms. Mary Sharon K.

Dr. Ferny K. Hameef

Ms. Mariya Mookkan

Ms. Revathy A.R.

Ms. Ruya Jose

L. C. Isha~~Shinto~~~~Shinto~~~~Shinto~~~~Shinto~~~~Shinto~~~~Shinto~~~~Shinto~~Riya Jose

Members gathered at CGPC Room for the unexpected meeting, as the State Government has decided to close colleges till 31<sup>st</sup> March due to Covid 19 crisis in Kerala. The committee decided to cancel all the activities of Career Guidance and Placement Cell till 31<sup>st</sup> March. It also discussed upon the cancelled seminar offered by Malayala Manorama due to corona and also welcomed their decision to conduct the same in the next academic year, if everything went on well.

Decisions

To cancel Career Guidance and Placement Cell programme till 31<sup>st</sup> March due to Covid 19 crisis

L. C. Isha



18.06.2020

Time: 2.00 pm

Agenda: How to conduct webinars during the pandemic scenario

Members:

Principal Dr. Sr. Lily A.D.

Mr. Shinto V.D

Dr. Pretty John P.

Ms. Blessy Paul P.

Ms. Jilu Mathew

Ms. Brighty Robert

Ms. Santhosh Jose

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Shinto  
cobrin

Jilu Mathew

Brighty  
Jose

Members gathered at CGPC Room. It was agreed to arrange a webinar on "Career Opportunities in Indian Private Banks" with the Department of Physics and also by collaborating with BankEdge. The Resource Person will be Mr. Shankar Sunderasen, Business Head South, BankEdge. The tentative date: 24-06-2020.

The CGPC also decided to organise another webinar with the Department of English on IPR (Intellectual Property Rights) on 26<sup>th</sup> June 2020. Adv. Sreekala Vreek, Public Notary, High Court Ernakulam has already consented to be the resource person.

The CGPC also decided to join hands with T.I.M.E. Their issue to organise a webinar on "Career Choices and Planning during Recession" on 7<sup>th</sup> July.

Decisions: To organise three webinars by joining hands with the Departments of Physics, English, and T.I.M.E.

Shinto V.D  
18/6/20



24.08.2020

Time : 1.30 pm

Agenda : To motivate students to appear for online recruitment drive by firms, Banks etc by organising webinars motivational talks etc.

Members:

Principal Dr. S. S. Vijay AD.

Dr. Prethy John P.

Mr. Shrinath V.D

Mr. Venu Mathew

Mr. Santhosh Jose

Mr. Brighty Robert

*Prethy*  
*Shrinath*  
*Venu*  
*Santhosh*  
*Brighty*

Members gathered at CBPC Room. The Committee members expressed their happiness in successfully conducting 3 webinars on "Career Opportunities in Indian Private Banks", "Intellectual Property Rights" and "Career Choices and Planning during Recession" by joining hands with the Departments of Physics, English and T.I.M.E respectively. The Committee also decided to talk with non-profit organisations in conducting career-awareness programme and motivate students with regard to the relevance of getting a job in future or going for higher studies.

Decisions:

To motivate students with regard to the relevance of getting a job or going for higher studies by conducting motivational talks etc.

*Artha*

*Vijay AD*  
*24/8/2020*



04/11/2020

Time: 2.00 pm

Agenda: (1) To organise webinars on the scope of Data analytics, B.Com Embedded ACCA  
 (2) To organise a Webinar on mastering skills for a better future.

Members Present:

Principal Dr. G. Lucy AD

Dr. Pretty John P.

Ms. Shweta V.D

Dr. Sr. Kochuthresia K.P

Ms. Beena Anto

Ms. Brighty Robert

Ms. Anu Mathew

Ms. Galdy

Ms. Greeshma

Ms. Celini

Ms. Santhosh Jose

Ms. Mary Davis

Ms. Celia Varghese

*Dr. Pretty*

*Shweta*

*Dr. Sr.*

*Beena*

*Brighty*

*Anu*

*Galdy*

*Greeshma*

*Santhosh*

*Mary*

*Celia*

Members gathered at CGPC Room. The Committee was reorganised to have representation from all the departments of college so that students could be motivated and informed about the future activities of CGPC with regard to recruitment drives, webinars etc. The Committee decided to join hands with the Departments of Business Administration to conduct a webinar on "Scope and Real life Application of Data Analyst", with the Department of English to organise a webinar on "The Champion Ride: Mastering Skills for a Better Future" and with the Dept. of Commerce in the scope of "B.Com Embedded ACCA".

Decision: To organise 3 webinars, with the Depts. of Business Administration, English and Commerce.



18/12/2020.

Time: 2:00 pm.

Agenda: To discuss about the scope of collaborating with the Udayam Learning Foundation for a Career Awareness Prog.

### Members Present

Principal Dr. S. Mey A.D.

Dr. Pretty John P.

Ms. Shanto V. D

Dr. S. Kochutheresa K.P

Ms. Beena Anto

Ms. Barghity Robert

Ms. Gulu Mathew

Ms. Baldy

Ms. Greeshma

Ms. Celine

Ms. Santhosh Jose

Ms. Mary Davis

Ms. Celia Vaghese

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~~Shanto~~

~~Beena~~

Beena

~~Robert~~

Baldy

Greeshma

Santhosh

~~Mary~~

Celia

Members gathered at CHPC Room. The CHPC was able to organise a webinar on "Scope and Real life Applications of Data Analyst" with the Dept. of Business Administration <sup>(18.11.2020)</sup> a webinar on "The Champion Ride: Mastering Skills for a Better Future" <sup>(26.11.2020)</sup> with the Dept. of English and a webinar on "The scope of B.Com Embedded ACCA" with the Dept. of Commerce. The committee also discussed about the possibilities of joining hands with Udayam Learning Foundation. Their proposal was to give a 3-day training to 30 teachers from our college for 3-4 hours a day. They will train a minimum of 1500 students for 3-4 days for 3 hours with their help and guidance.



They will create a Whatsapp/Instagram group of trained students and will support them for a year. The aim is to equip youngsters with the skills to optimize their learning and growth opportunities and enable them to make informed. The Career Guidance and Placement Cell Committee Members decided to put forward this proposal of the Career Awareness Programme before the Academic Council for their approval.

Decisions: To put forward Udayam Learning Foundation's proposal of Career Awareness Programme before the Academic Council for their approval.

Sd/-thy

Dr. Preethy John P.  
Co-ordinator

Dr. S. Sree A.D.  
Principal.  
18/12/2020



# Action taken Report after the meeting held on 18/12/2020

## Members

- Principal Dr. Sr. Lucy AD
- Dr. Prathy John P
- Mr. Shinto V.D
- Dr. Sr. Kochuthresia K.P
- Ms. Beena Anto
- Ms. Brighty Robert
- Ms. Goldy
- Ms. Greshma
- Ms. Celine
- Mr. Santhosh Jose
- Ms. Mary Davis
- Ms. Celia Varghese
- Mrs. Gila Mathew

~~Anty~~  
~~Shinto~~  
 Blockp  
 Beena  
 Brighty  
 Goldy  
 Greshma  
 Jose  
 Mary  
 Celia  
 Gila

### Webinar on

1. Introduction to Civil Service Exams on 6/1/2021  
Resource Person - Dr. Babu Sebastian, Former VC, Ms University and Kannur University
2. Webinar on Education and Employment: Impact of Covid 19  
Resource Person: CMA Geeraj Thambai, Director Navab Rajani, Director, Canada
3. Webinar on Smarter, Faster, The Better: Slogan for your Career  
Resource Person: Mr. Rahul R, Awdha.
4. Webinar on Intellectual Property in Art and Literature: Emerging Paradigms (16-01) 2021  
Resource Person: Ms. Vargha Binte Saif Kapp







5. Free Model Aptitude Test (17.01.21) with Time Traveller
6. Survey ASPIRE: Students Aiming for Qualifying Competitive Exams (22-26 January 2021)
7. Webinar on Facing Competitive Exams (5-02-21) with TAAC
8. Workshop on Careers: Exploration and Planning with TAAC (06.02.21)
9. Virtual Facilitator Training Workshop with Voluntary Learning Foundation 16/17 February 2021
10. Online Entrepreneurship Skillset Programme 24 February - 04 March 2021
11. Webinar on Overseas Education: A Career Guidance (03-03-21)
12. Seminar on Innovation and Entrepreneurship in Renewable Energy (04-03-21)
13. Live Entrepreneur Interaction with Ms. Salma, Founder Salmafraft Interiors, Bengaluru
14. Seminar on Entrepreneur Development (12-03-21)
15. Peer group Training: Entrepreneurship Skillset Programme: Making Ecofriendly Paper Pens (15-03-21)
16. Workshop: Job-oriented Skill Training Programme by Avodha (17.03.21)
17. Seminar on "The Protection of Women's Human Rights: Issues Monitoring and Enforcement" and Honouring Women Entrepreneurs and Achievers (24-03-21)
18. Seminar on Career Opportunities in Forestry (27.03.21)
19. Election webcasting: Work for a Cause as a Dutiful (11.03.21)

Dr. Pretty John P.

Dr. Sa. City A.D.



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Dr. ...  
 ...



Date : 04.09.2021

Time : 4.00 pm

Platform: Google Meet

Agenda : TCS YEP Training Programme  
for 2020-21 UG and PG students  
GITTF Life Skills Training Programme  
for 2021-22 UG and PG students

### Members

Dr. Sr. Lucy A.D. (Principal)

Dr. Pretty John P

Mr. Shinto V.D

Ms. Giju Mathew

Ms. Santhosh Jose

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### Decisions Taken

- To conduct TCS YEP Training Programme for 2020-21 UG and PG students from 6th September 2021
- To organise GITTF Life Skills Development Training Programme for the final year UG/PG/Diploma students from 21-29 September 2021

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Dr. Pretty John P.  
Co-ordinator

Dr. Sr. Lucy AD  
Principal



Date: 01-04-2001  
Time: 4:00 pm  
Place: Panchsheel Hall

Agenda: JCE JFF Learning Programme  
for classes VI and VII students  
JCE JFF Learning Programme  
for classes VIII and IX students

Members

- Dr. C. L. D. (Principal)
- Dr. P. S. (V.P.)
- Mr. S. S. (V.P.)
- Mr. S. S. (V.P.)
- Mr. S. S. (V.P.)

Dr. S. S.

Programme

- To conduct JCE JFF Learning Programme  
for classes VI and VII students  
on 01-04-2001  
To conduct JCE JFF Learning Programme  
for classes VIII and IX students  
on 02-04-2001

Dr. S. S.

Dr. S. S.  
Dr. S. S.



Action Taken Report after the Meeting held on 4<sup>th</sup> September 2021

- TCS YEP Training Programme for 2020-21 Batch is going on
- GTTF life skills Training Programme for 2021-22 Batch was a grand success

Co-ordinating

Dr. Pretty John P.  
Co-ordinator

Dr. Sr. Lucy AD  
Principal