

## EMPLOYMENT PLACEMENT CELL MINUTES

<p>EPC - EMPLOYMENT PLACEMENT CELL 2018-19</p> <p>The members are</p> <ul style="list-style-type: none"> <li>- Mrs. Roopa Rao (Convener)</li> <li>- Mrs. Sanghamitra Navalgund</li> <li>- Ms. Geeta Abraham</li> <li>- Ms. Trisha Chaturvedi</li> </ul>	<p>Date - 15th August 2018 Time - 11pm</p> <p>The following members were present at the meeting</p> <ul style="list-style-type: none"> <li>- Mrs. Roopa Rao</li> <li>- Mrs. Sanghamitra Navalgund</li> <li>- Ms. Trisha Chaturvedi</li> <li>- Mr. Gunderaj Chaturvedi</li> </ul> <p>Investor Awareness Programme would be conducted on 18th Aug 18 for the TVBScs, MSc-1 &amp; 2 - 2 sessions of one day.</p> <p>Mr. Vinay &amp; Mr. Raj from BIAF had discussed the possibility of having the session with Mr. Kamrun Nahar, Convener of Student Council &amp; Mrs. Roopa Navalgund, Convener of EPC.</p> <p>As 15th August was staff picnic, 18th Aug 18 was proposed - 2 sessions on 18th Aug</p> <ul style="list-style-type: none"> <li>- One session on 5th Sept - for the New Teaching staff with consultation with Ms. Noella Poyang.</li> <li>- Food &amp; Sandwich, tea, coffee, juice - Mrs. Trisha</li> </ul> <p>Thank you letters - Ms. Gunderaj</p> <p>Letter of request to be given to Mr. Moly</p> <p>A meeting was held on 10th Sept 2018</p> <ul style="list-style-type: none"> <li>- All present (9 members)</li> <li>- The TVI attended in grade number 2</li> <li>- Ms. attended -</li> <li>- Ms. attended -</li> <li>- Very good feedback was received from the new teaching staff - 100% of the contents of the table</li> </ul>
<p>22nd Jan 2019</p> <p>A meeting was conducted at 1:45 pm in HD Veda/room. The following members attended the same</p> <ul style="list-style-type: none"> <li>Mrs. R. Rao</li> <li>Mrs. S. Navalgund</li> <li>Ms. G. Abraham</li> <li>Ms. T. Chaturvedi</li> </ul> <p>Agenda -</p> <ol style="list-style-type: none"> <li>1) Campus Interviews</li> <li>2) CV writing &amp; some workshops to be organised</li> </ol> <p>Initially we were planning to have the CV writing session in 1st week of February.</p> <p>Ms. Sanghamitra suggested that the CV writing camp can happen somewhere close to the campus interviews and was agreed by all.</p> <p>Ms. Sanghamitra suggested that we could get it taken - Purno Innovative Learning.</p> <p>Ms. Roopa &amp; Ms. Sanghamitra had met the CEO, Mr. Sano Fernando in Oct 2018 (Library) wherein we suggested a few models for our student. He also suggested to have classroom to cubicle before.</p> <p>An mail has been also been received from him regarding the costing of the workshop.</p> <ol style="list-style-type: none"> <li>1) Initially he suggested quoted Rs 12,000 for a group of 100 students</li> <li>2) After discussion, the mail mentioned Rs 4,000 for every 100 students.</li> </ol> <p>Hence, it was decided that TYS would go as one group &amp; MSc &amp; PGs as another</p> <p>MSc - 10+12+11+20+18+19 = 80</p> <p>TYS - 40+40+40+32 = 152</p>	<p>The dates decided with Mr. Sano was 28th &amp; 29th Jan 19</p> <p>However, since 28th sports, dates need to be rescheduled</p> <p>Need to check 2 colleges, how much they are charging for campus selection.</p> <p>changing Rs 500 for the enrollment for flow all TYS, MSc &amp; PGs</p> <p>HD - Gunderaj, PTF - Sanghamitra, Conv - Roopa Rao &amp; FND - Trisha</p> <p>check availability of Hall (7/9/11)</p> <p>Tentative dates off Campus interviews (14th, 15th &amp; 16th March)</p> <p>Tentative dates for Mr. Sano's session - 24th Feb/9th Feb &amp; 11th Feb. (Check availability of Hall &amp; classrooms)</p> <p>Date - 25th Jan 2019</p> <p>The date for Mr. Sano's session was finalized as 7th &amp; 11th February (2-5pm)</p> <ul style="list-style-type: none"> <li>- Food (Sandwiches, tea, coffee, biscuit) - Mrs. Trisha</li> <li>- Co-ordination - Sanghamitra Navalgund</li> <li>- Thank you letters of Gunderaj</li> </ul> <p>11th Feb 2019</p> <p>Feedback forms were made by Sanghamitra and photo copied.</p> <p>The same feedback forms would be used for future sessions</p> <p>Ms. Geeta asked to give access to Mr. Sano as he also has a busy schedule</p>

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Mr. Babul Chaudhary (Speaker) for last days) was offered 1 tea & snacks on both days.  
 - student said the content was excellent but Mr. Chaudhary was not spoken and hence not very effective.  
 - The TV appreciated the content as well as the delivery.  
 - Many Home members quite appreciatively mentioned that they were inspired by a detailed and speaker.  
 - We could probably discuss this with our seniors for next year.

Date - 11<sup>th</sup> March 2019 at 10:30 am  
 The following members were present in the meeting:  
 Mrs. Kampa Rao - JAO  
 Ms. Sanghamita Navalgund - JAO  
 Ms. Teeka Ganguly - JAO  
 Ms. Gulraaz Engineer - JAO

Campus Interviews -  
 a) 124 mails have gone. (3 changes received as today)  
 - Sanghamita has 3 contacts.  
 - Bright NGO - 44 departments  
 - washing factory - and 100 (NGO)  
 - Campus interviews - party after 1:30 pm Saturday after 1:30 pm  
 - Gen. Meeting - 11 am - 12:30 pm, Sports Division  
 - 25<sup>th</sup> interview.  
 - Registration and offer letter to be given to

EPC  
 - Student of NN. }  
 - The Registration } on letter head.  
 - Secretary }  
 Mr. Hugo - CRM & HD - Monday.  
 - FND, FPP, SN - Wednesday.  
 PG & misc - Monday (8:30 to 1:30-3:30 pm)  
 - Tuesday (6:30 to 1:30-3:30 pm)

15<sup>th</sup> March 2019, Wednesday  
 \* In the following members were present in the meeting:  
 Mrs. Kampa Rao  
 Ms. Sanghamita Navalgund  
 Ms. Teeka Ganguly  
 Ms. Gulraaz Engineer

\* Brief planning of CV writing and interview facing skill to be conducted by Mr. Hugo.  
 - We received confirmation.  
 - No payments to be made.  
 - Mr. Hugo discussed with principal small token of appreciation would be given. pending & done.  
 - Mr. Hugo suggested the PD to be 32:45 instead of 30.  
 - Shikha bludge - Room with collage can use put on PD & and costed Rs. 525/-  
 - Mr. Hugo was again accepting a to be done but on permission accord for a colony with his wife name printed Ms. Geeti D. Souza.  
 - Costed 850/- (form for Genl.)  
 - The flow of the session was discussed.

- Venue was discussed.  
 - It was planned on 2<sup>nd</sup> floor.  
 - Snacks were planned for Mr. Hugo.  
 - Sanghamita suggest the TY IET for 00  
 - 11<sup>th</sup> Monday due to their extra classes & Ms. PT to be scheduled for Wednesday along with other TY.

Monday: 18/3/19  
 MSc FND (12), EPP (11), SN (20), PBD (20)  
 MSc HD (12)  
 TY IET (40) } 122 students

Wednesday: 20/3/19  
 MSc IET (12)  
 TY FND (40)  
 TY HD (40)  
 TY CRM (32) } 124 students

16<sup>th</sup> March 2019  
 A meeting was conducted to discuss the upcoming session.  
 - Venue to be changed due to ATET exams - 2<sup>nd</sup> floor will not be available - 1A for 18<sup>th</sup> March 2019.

18<sup>th</sup> March 2019 (Monday)  
 The session started on time at 1:45 PM. The room was overflowing. There were no places to seat all the students.  
 - A state meeting was conducted on 18<sup>th</sup> March at 1:30 pm to discuss the change of venue for 20<sup>th</sup> March 2019.

The meeting for to discuss campus interview planning is performed to tomorrow 19/3/19

19<sup>th</sup> March 2019  
 The following members were present for the meeting:  
 Mrs. Kampa Rao  
 Ms. Sanghamita Navalgund  
 Ms. Teeka Ganguly  
 Ms. Gulraaz Engineer

Agenda  
 - Venue for Campus Interviews  
 - Food  
 - Bulletin  
 - formats to be made

Venue - Hall (mainly for FND dept)  
 for - 1A (CRM)  
 2/0 - 7B (HD)  
 for - All 5<sup>th</sup> floor rooms 5A, 5B, 5C & 5D  
 2/3 - Hall with 3 partitions  
 - 7<sup>th</sup> floor - 7A, 7B, 7C

Food - 7 companies confirmed x 3 persons = 21 + 4 = 25 - 30 per  
 Tentative - Puri, samosa  
 - Mixture (platform)  
 - Mello  
 Confirmed - Gauri Mistry  
 - Teeravard  
 - Hexagon Nutshell  
 - Bright Future (NGO) Puri  
 - Halwahi's Bakery  
 - Adhara Mithai  
 - B. Welthy Therapeutics

- Tea/coffee / beverage  
 - Bulletin  
 - Cake

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- Handover, continuity  
 - Review, Chandra  
 - confirmed with Mr. Moley

Very difficult to get 2<sup>nd</sup> floor lab for organizing  
 due to sv extra  
 - possibility of floor dining area due  
 will be unprofessional

• Training - Mr. Vaidya (HOD, HRD) requested that  
 campus interviews must be organized  
 after 7-30 on both days, as per  
 last meetings would after after the  
 dept. Mr. Bhatia (HOD, HRD) also  
 mentioned the loss of teaching  
 days as because they will be  
 last teaching days for the semester

- It was hence decided that the event  
 would begin at 1.45 pm on both  
 days i.e. 23<sup>rd</sup> Friday & 23<sup>rd</sup> Saturday

• Schedule to be prepared  
 • Chances payment received from only  
 Swasthdeep & Solitaire Media

cuties allotted  
 Food - Tasha  
 drink - deep by Kappa  
 journals - printed - online  
 made by Kappa  
 confirmation of banner - Swasthdeep

New instructions for students to be made (copy)  
 1. Be punctual  
 2. Freshening / change into neat formal dress

3. No flap / flap formal footwear  
 4. Hair - tie into a neat ponytail / plait / bun  
 5. Carry originals of all certificates  
 6. 5 / photo copies of CV  
 7. Plenty of small extra / extra - wear them  
 at least in long day  
 8. Wear college ID card at all times  
 9. Sign entry attendance sheet - every  
 participation, cv given & interview faced

Formals - Attendance for student - presentation  
 - Attendance - Interview faced - every company  
 entry kept

- Payment details  
 - Job labels  
 - Consolidated payment  
 - Retribute for both days - one copy  
 shown up for bulletin board  
 in paper

Review / feedback meeting - 29<sup>th</sup> March 2019  
 - Too long a day of 23<sup>rd</sup> Friday  
 - All members left at 8.45 pm. Reached  
 home at around 10.30 pm  
 - Wellthy - Mr. Bhatia was adamant of  
 providing 3 records on same day  
 - Although they offered the appointment  
 letter to 11 students (5 FHM & 6 HRD), many  
 were happy with the job profile  
 - Next option make it compulsory to attend  
 only 1 interview which is desired  
 to be salary & location of workplace

- Payment receipt to be kept ready. Swasthdeep  
 collection letter from for both receipts

- Handover & New Human confirmed  
 at the end time  
 - Difficult to make arrangements/arrangement  
 into the schedule but consider  
 extra due to multiple calls for  
 follow up

- New Human presented company  
 profile to HR & HRD but unable  
 to conduct interviews in Swasthdeep  
 2019 only

- Food was adequate & good in  
 quality. Tea / coffee was served  
 pleasantly  
 Anand & Prakash managed it  
 well!

- Working Factory - No one attended from the  
 HRD dept as the job description did not suit  
 them  
 - Students of the Human Development dept  
 had a good time interacting with the people  
 from the Swasthdeep Pvt. Ltd. And they were also  
 very excited for the interviews.

Overall the Campus Recruitment was a success  
 & it gave an insight to the students with  
 regard to the job availability & the kind of  
 job people they can opt for.