

Placement Committee Meeting — Campus Drive Planning 2026–27

Date	Tuesday, 14 July 2026
Time	2:30 PM – 4:00 PM
Venue	T&P Office, Admin Block
Chaired by	Dr. TPO Name, Training & Placement Officer
Minutes recorded by	Student Coordinator Name, Placement Secretary

Attendance

Name	Role	Status
Dr. TPO Name	Training & Placement Officer	Present
Prof. Faculty Name	Faculty coordinator, CSE	Present
Prof. Faculty Name	Faculty coordinator, ECE	Present
Student Coordinator Name	Placement Secretary	Present
Student Name	Student coordinator, ME	Present
Student Name	Student coordinator, Civil	Apologies

Agenda

1. Company outreach
2. Pre-placement training
3. Placement policy
4. Data and records

Discussion and Decisions

1. Company outreach

Invitations have gone to 140 companies; 36 have confirmed dates between August and November.

Decision: Each coordinator to follow up with 15 companies this week.

2. Pre-placement training

Students asked for more mock interviews and aptitude practice.

Decision: Run weekly aptitude tests and two mock-interview days in July.

3. Placement policy

The committee discussed the one-student-one-offer rule for dream companies.

Decision: Policy to be finalised and shared with students by 25 July.

4. Data and records

Resume database has missing CGPA entries for 54 students.

Decision: Department coordinators to complete records by 21 July.

Action Items

#	Action	Owner	Due date	Status
1	Follow up with companies	All coordinators	21 Jul 2026	Open
2	Schedule mock interviews	Prof. Faculty Name	24 Jul 2026	Open
3	Publish placement policy	Dr. TPO Name	25 Jul 2026	Open
4	Complete resume database	Department coordinators	21 Jul 2026	Open

Next Meeting

Next meeting: Tuesday, 28 July 2026, 2:30 PM.

The meeting ended at 4:00 PM with a vote of thanks by the chair.

Dr. TPO Name

Chairperson

Student Coordinator Name

Recorded by

Minutes are a summary of the discussion and are confirmed at the next meeting. Circulate within three working days.