



**TRAINING AND PLACEMENTS**

**TPO COORDINATORS MEETING**

**CIRCULAR**

**TITLE: Faurecia Drive**

Date: 21.4.2022

Dear Mr. Anjan,

Regarding the FAURECIA Mechanical drive for Female candidates we need to

Discuss the following on 23.4.2022 between 1.15 pm

**Meeting Agenda:**

1. Data base and resumes of Female candidates in Mechanical department
2. Other students data base updation
3. Any other suggestions

Request you to attend the above meeting without fail

  
21/4/22  
HEAD TPO





Principal  
Atria Institute of Technology  
Anandapur, Bengaluru-24



MECH - Coordinator



## TRAINING AND PLACEMENTS

### COMMITTEE MEETING MINUTES

TITLE: FAURECIA – FEMALE students from Mech DEPT.

Total Members: 2

Attendees: 2

Date: 23/04/2022

Absentees: 0

Discussion regarding Mechanical selected students:

1. Photos to be collected


#### Meeting Agenda:

1. Mech female list to be updated to T&P
2. Updation
3. Usage
4. Suggestions

#### TPO Committee Meeting Summary

SN	Activity	Action Taken
1	Mech	Mr.Anjan to (talk to students) send the data of 3 mech female students to be sent to HR
2	updation	3 resumes to be sent to HR along with Passport photos
3	Usage :	All should attend interview as stated in jd
4	Suggestions	Mech – He will send the list of female mech students to be sent to faurecia

Meeting commenced at: 1.20 pm and ended at 1.35 pm

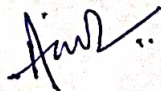
  
23/4/22  
HEAD TPO





PRINCIPAL

**Principal**  
Atria Institute of Technology  
Anandanagar, Bengaluru-24



Mech – com.Member



## TRAINING AND PLACEMENTS

### TPO COORDINATORS MEETING

## CIRCULAR

TITLE: Passport photos for Banner preparation

Date: 4.7.2022

Dear Mr. Anjan,

Regarding the Mechanical selected students we need to discuss the following:

### Meeting Agenda:

1. Collection of all selected photos
2. Data base updation
3. Selected banner to be ready

Request you to attend the above meeting without fail

  
4/7/2022

HEAD TPO





Principal  
Atria Institute of Technology  
Anandanagar, Bengaluru-24

TNS



MECH - Coordinator



## TRAINING AND PLACEMENTS

### COMMITTEE MEETING MINUTES

#### TITLE: Passport photos of Mech students

Total Members: 2

Attendees: 2

Date: 6/07/2022

Absentees: 0

Discussion regarding Mechanical selected students:

1. Photos to be collected

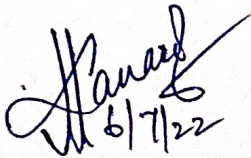
#### Meeting Agenda:

1. Mech Selects list to be updated
2. Photos of selects
3. Remaining students database updating
4. Suggestions

#### TPO Committee Meeting Summary

SN	Activity	Action Taken
1	Mech	Mr.Anjan to collect the photos of all the selects passport photo for making the banner
2	Data base updating	Discuss with students who are yet to update their database
3	Usage :	All photos are to be collated and banner to be made
4	Suggestions	Mech – He will collect as many photos as possible

Meeting commenced at: 1.30 pm and ended at 1.45 pm

  
6/7/22

HEAD TPO

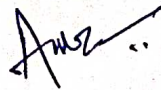




PRINCIPAL

**Principal**

Atria Institute of Technology  
Anandanagar, Bengaluru-24



Mech – comm. Member



**TRAINING AND PLACEMENTS**  
**TPO COMMITTEE MEETING MINUTES**

**TITLE: SOFTSKILLS TRAINING for BE 2022 BATCH**

**Total Members: 5+1**  
**Attendees: 6**

**Date: 2/8/2021**  
**Absentees: 0**

**Meeting Agenda: Discussion regarding BE 2022 batch Soft skills training:**

Subject: Approval of Aptitude / Soft skills Training for the academic year 2021-22 batch students

we had invited the following fice popular vendors for training demonstration.

1. Quantech Origin / JV Global / Seventh sense / Mission CATALYST / AUDAZ

The above vendors have given demonstration along with their trainers of their training skills and materials to be served to the students in the presence of Principal / HODs / Head T&P and some senior professors on 2.8.2021 – from 10.30 to 12.45 pm. for 56 hours training.

Proposed training will be conducted offline in the phased manner keeping standard operating procedures laid down by University.

The above Training involves:

- |                                                                                      |          |
|--------------------------------------------------------------------------------------|----------|
| 1. Resume writing for all 5 <sup>th</sup> and 7 <sup>th</sup> sem students (virtual) | 9 hours  |
| 2. Soft skill training                                                               | 36 hours |
| 3. 2 days company specific training                                                  | 12 hours |

Total training hours

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57 hours  
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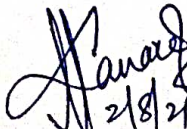
A total of 57 hours of training will be delivered by the vendor

As per the previous payment policy towards training is 50:50 ratio (50% paid by Management and 50% to be collected from students) 50% of payment collection from students has to be carried out by Head T&P along with respective HODs.

Cost per student for 57 hours training is Rs. 1000/- (INCL. TAX)

Out of which Rs. 500/- by students and Rs.500/- by Atria Management

Meeting commenced at: 3.45 pm and ended at 4.25 pm

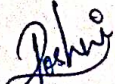
  
HEAD TPO






**Principal**  
Atria Institute of Technology  
Anandanagar, Bengaluru-24

  
CSE

  
ISE

  
ECE

  
MECH

  
CIVIL