



# MALLA REDDY INSTITUTE OF TECHNOLOGY & SCIENCE

(SPONSORED BY MALLA REDDY EDUCATIONAL SOCIETY)

Permanently Affiliated to JNTUH & Approved by AICTE, New Delhi  
NAAC&NBA Accredited, ISO 9001:2015 Certified, Approved by UK Accreditation Centre  
Granted Status of 2(f) & 12(b) under UGC Act, 1956, Govt. of India.



Ref: MRITS/OO/TAP/2021-22/01

Date:23.08.2021

## OFFICE ORDER

A new coordinating committee has been constituted with the following member to effectively organize the **Training and Placement (TAP) Cell** to train and prepare the students to attend for ON and OFF campus recruitment drives.

Sno	Name	Designation	Position in Committee
1	Dr. K Ravindra	Principal	Chairman
2	Dr. J Vignesh	Assoc.Prof., IT	Convener / TAP Officer I/C
3	Mrs.R.Prasanthi	Asst.Prof., ECE	Member
4	Mrs. R Anuradha	Asst.Prof., CSE	Member
5	Mrs. T Sai kumari	Asst.Prof., IT	Member
6	Mr. M Gnanendra Babu	Asst.Prof., CE	Member
7	Mr. Harshit S (18S11A01C4)	Student	Student Member
8	Mr. S.Tharun (19S11A0548)	Student	Student Member
9	Ms. Ruchitha (19S11A05F6)	Student	Student Member
10	Mr. Sai Teja Karne (20S15A0425)	Student	Student Member
11	Ms. Sri Lakshmi Manaswini Mudivarti (19S11A1250)	Student	Student Member

The above committee will come into force with immediate effect and will continue till further orders.

Copy to:

1. All Committee Members
2. All HoD's for information
3. IQAC Coordinator
4. AAA Coordinator
5. Exam Branch
6. Admin Office
7. Notice Board
8. PA to Principal for filing
9. JNTUH

  
**PRINCIPAL**  
**PRINCIPAL**  
Malla Reddy Institute of  
Technology & Science

Maisammaguda, Dhulapally, Post Via Kompally, Secunderabad - 500 100.








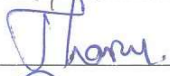



Phone :7416034230,7207034238,Email : mrits\_prill@yahoo.co.in

www.mrits.ac.in

**Responsibilities of committee:**

1. The TPO I/C will convene a meeting with the committee members at least once in a month or as and when required within a month.
2. TPO shall maintain the minute book with resolutions passed in the meeting.
3. Department wise students database is to be prepared by student coordinators under the supervision of concerned staff coordinators in the formats supplied by TAP I/C from time to time.
4. The Department wise student database has to be updated periodically for forwarding latest data to companies.
5. The data entered shall be cross checked with the documents available in the college such as date of birth certificate, Inter & B.Tech. marks memos by staff coordinators scrupulously.
6. Reports are to be developed whenever a drive occurs.
7. The committee members shall thoroughly explore the possibility of identifying the companies for organizing placement drives for the students of our college.
8. The progress is to be reported to the committee chairman periodically.
9. Training and GD sessions are to be scheduled regularly

**SIGNATURE OF THE TPO COMMITTEE MEMBERS**

Sno	Name	Designation	Position in Committee	Signature
1	Dr. K Ravindra	Principal	Chairman	
2	Dr. J Vignesh	Assoc.Prof., IT	Convener / TAP Officer I/C	
3	Mrs.R.Prasanthi	Asst.Prof., ECE	Member	
4	Mrs. R Anuradha	Asst.Prof., CSE	Member	
5	Mrs. T Sai kumari	Asst.Prof., IT	Member	
6	Mr. M Gnanendra Babu	Asst.Prof., CE	Member	
7	Mr. Harshit S (18S11A01C4)	Student	Student Member	
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Ref: MRITS/TAP/CIR/2021-22/06

11-04-2022

## CIRCULAR

### Training and Placement Committee

Hereby inform to the Training and Placement Committee Members to attend the meeting to be conducted on 12/04/2022 by 03.45 P.M. at Training and Placement Cell, Block 1, MRITS.

#### Agenda:

1. Preparation of Monthly Schedule.
2. Preparation of monthly reports.
3. Progress of Student Placement and Training activities.
4. Student internship and project training.
5. Any other matter with a permission of Chairperson.

  
T & P Convenor

  
Principal

#### Copy To:

1. PA to Principal
2. To all TAP Committee members
3. IQAC Cell
4. AAA Cell
5. All HOD's



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S.No	Name	Designation	Signature
1	Dr. K. Ravindra	Principal	
2	Dr. J Vignesh	Assoc. Prof, IT	
3	Dr.M.Jaganathan	Assoc. Prof., CSE	
4	Mrs.R.Prasanthi	Asst. Prof., CSE	
5	Mrs.T.Sai Kumari	Asst. Prof., IT	
6	Mr.M.Gnanendra Babu	Asst. Prof., CE	
7	Mr. S.Harshit (18S11A01C4)	Student	
8	Mr.S.Tharun (19S11A0548)	Student	
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Ref: MRITS/TAP/2021-22/04

13.04.2022

## Minutes of Placement Cell Meeting

A meeting of Training and Placement Cell Committee was held on 12/04/2022 at 11.00 a.m. The following members attended the meeting.

S.No.	Name	Designation	Position
1	Dr. K. Ravindra	Principal	Chairman
2	Dr. J Vignesh	Assoc. Prof, IT	Convener/ TAP Officer I/C
3	Dr.M.Jaganathan	Assoc. Prof., CSE	Coordinator/CSE
4	Mrs.R.Prasanthi	Asst. Prof., CSE	Coordinator/ECE
5	Mrs.T.Sai Kumari	Asst. Prof., IT	Member
6	Mr.M.Gnanendra Babu	Asst. Prof., CE	Member
7	Mr. S.Harshit (18S11A01C4)	Student	Student Member
8	Mr.S.Tharun (19S11A0548)	Student	Student Member
9	Ms.Ruchitha (19S11A05F6)	Student	Student Member
10	Mr. Sai Teja Karne (20S15A0425)	Student	Student Member
11	Ms. Sri Lakshmi Manaswini Mudivarti (19S11A1250)	Student	Student Member

S.No	Item
1.	We Discussed to give career guidance and soft skill development classes are to be given for students aspiring for placement.
2.	We discussed about design and organize training programs to the students on strategically relevant competencies along with academics to make them industry ready.
3.	We discussed about to give placement orientation seminar to all the final year students.



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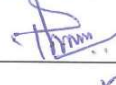
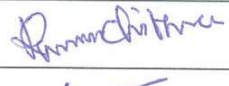
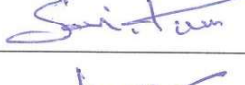

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At the end of meeting Dr.J. Vignesh, Coordinator – Placement Cell had informed the house that the next and meeting of Placement Cell would be informed. The meeting was adjourned after the vote of thanks to the chair.

  
Dr. J Vignesh  
Coordinator, Placement Cell

  
Dr. K Ravindra  
Principal

S.No	Name	Signature
1	Dr. K Ravindra	
2	Dr. J Vignesh	
3	Mrs.R.Prasanthi	
4	Mrs.R.Anuradha	
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Ref: MRITS/2021/01

10-09-2021

## Minutes of Placement Cell Meeting

A meeting of Placement Cell Committee was held on 09/09/2021 at 10.00 a.m. The following members attended the meeting.

S.No	Name	Designation	Position
1	Dr. K Ravindra	Principal	Chairman
2	Dr. J Vignesh	Associate Professor	Convener/TAP/Officer I/C
3	Mrs R Prasanthi	Asst. Prof., ECE	Member
4	Mrs R Anuradha	Asst. Prof., CSE	Member
5	Mrs T saikumari	Asst. Prof., IT	Member
6	Mr M Gnanendra Babu	Asst. Prof., CE	Member
7	Mr. S Harshit S	Student	Student Member
8	Mr .S Tharun	Student	Student Member
9	Ms Ruchitha	Student	Student Member
10	Mr. sai Teja Karne	Student	Student Member
11	Ms. Sri lakshmi Manaswini	Student	Student Member

S.No	Item
1.	We Discussed to give career guidance and soft skill development classes are to be given for students aspiring for placement.
2.	We discussed about design and organize training programs to the students on strategically relevant competencies along with academics to make them industry ready.
3.	We discussed about to give placement orientation seminar to all the final year students.
4	We discussed to give knowledge on recent technologies through industry experts for students.
5	We discussed to improve placement for upcoming year passed out students.



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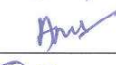


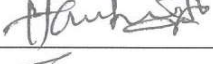



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At the end of meeting Dr.J Vignesh, Coordinator – Placement Cell had informed the house that the next and meeting of Placement Cell would be informed. The meeting was adjourned after the vote of thanks to the chair.

  
Dr. J Vignesh  
Coordinator, Placement Cell

  
Dr. K Ravindra  
Principal

S.No	Name	Signature
1	Dr. K Ravindra	
2	Dr. J Vignesh	
3	Mrs R Prasanthi	
4	Mrs R Anuradha	
5	Mrs T saikumari	
6	Mr M Gnanendra Babu	
7	Mr. S Harshit S	
8	Mr .S Tharun	
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