

Week 1

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MoM

Date	Venue	Time	Meeting Number
21.11.2022	TNSDC -Conference Hall	3:00 PM	Meeting No. NM- W- 01

Participants

- Mr. Rajkumar,
- CSO
- VP-Services
- VP- Industrial Engagement
- Anajana (AVP)
- PMs
 - ♦ Brundha
 - ♦ Pinky
 - ♦ Vinoth
 - ♦ Francis
 - ♦ Kalyan
 - ♦ Singathevan)
- AVP - Media
- Jaikishore
- Periyasamy
- Ramaiah

The meeting had begun with self-introduction of the team members.

Introduction

Mr. Rajkumar gave a brief introduction about Naan Mudhalvan scheme and the expectations from the management, importance of mandatory courses, skill based outcome and also he explained how important the assessment which need to deliver by the training partners.

Discussions and suggestions from the Team members

1. There was a discussion on the students who are doing their degree in tamil medium (almost 50?) - need to have further discussion on the same - By Pinky
2. Requested to give hierarchy -By VP Services
3. Planning to meet all the 14 POs (Chennai) this week regarding the discussion on internship - By VP Services
4. Discussed about colleges and their internship policies - By VP Services
5. Discussed to create separate google drive for Naan Mudhalvan - By CSO
6. Discussed on the basic things like office timings, Laptop arrangement, email ID creations.
7. Discussed about MOU's
8. Decided to segregate regions for all the PMs
9. All PMs need to report to VP Services
10. Discussion happened on creating an academic committee to evaluate the courses - By Anjana
11. CSO instructed to send Agenda every Friday and minutes of meetings neet send after the meeting.

12. Instructed to send reports on weekly basis.
13. Discussed about targeted date 1st of December.

Things to do

1. Mr. Ramaiah needs to upload all the MOU's in Wiki.
2. Region segregation for PMs
3. Must check with the candidates on their DOJ.
4. Need to work with Mr. Arul from TNSDC on Email Id creations and Laptop procurement.