Week 5

NM Meeting Minutes Week 5

Date	Time	Venue	Meeting No.
24.04.2023	05:30 PM	TNSDC -Conference Hall	NM-W-05

Participants

- MD
- CEO
- PD
- APD
- CAO
- VPs
- AVPs
- PMs
- Senior Associates

Agendas Discussed

1. Managing Director ordered to clear all the payment files with in 48 hrs and all the respective NM staffs need to initiate files.
2. HR Team need to arrange training for file management by 25th April 2023. CAO and Anandi need to give training on filing process.
3. Anandi will look after TNSDC-Blue-collar files and other files related to Naan Mudhalvan respective team need to initiate with approval from respective VPs.
4. CEO sir instructed below points:
    - MGNF coordinate with each district
    - Virtual training needs to be provided to the nodal officers regarding the pan card duplications and other related queries
    - Coordination with SIPCOT and DISH team
    - Need to prepare Polytechnic and ITI data
    - Need to create a committee to suggest courses for ITI and Polytechnic
    - English and FDP can be given to ITI
    - Internship and Apprenticeship can be given to ITI
    - We need to connect with Industry experts for specific EOI and we can use the existing EOIs
5. Mission Director need to design Logical reasoning and Problem-solving syllabus
6. Need to go for separate EOI s for placements
7. Need to take list of training partners who provide placements
8. Let us have a meeting with top 10 Placement officers
9. APD needs to arrange VC to all district employment officers
10. Need to connect with collector for location and 150 seatings
11. Campaign should start from Thursday onwards
12. 20-30% each payment should release before this weekend
13. Portal team should connect with TPS for AP integration
14. E- Office should start immediately
15. Faculties should use portal for communication
16. NCVT (Video need to upload and PPT need to prepare)
17. InLab Payment need to close ASAP (Arul)
18. CCTV (Arul and Gopi need to work with CEO for planning the server space)
19. World Skills (Ajay, Aparna, AVP Media)
20. Stalls (Team / Block chain, Auto Desk, IBC Media, Hackathon)
21. PMKY Target letter
22. Need to get Japanese company list from Madhivathani (Guidance)
23. TN SKILLS
    - Registration Forms
    - Media team need to create posters

- Arts & Science team also need to finalize sector (Logistics & Healthcare)
- MOU need to sign with world skill partners

24. Seating Arrangements
- 500 school students
- 300 Engineering Students
- 100 polytechnic students
- 100 ITI students
- Projects from IAT leap
- Auto Leap
- TANCAM

25. VP?S Need to communicate with Partners and need to find best projects
- ITI ? 3 Stalls
- Polytechnic ? 3 stalls
- Engineering ? 4 stalls
- Media Team need to connect with DigiMonk to create Launch Video before 28th April 2023
- Media Team need to do Jingles on Government and Private FM
- Arasu Cable TV LIVE
- Vehicle TN Skill Van should be ready by this week
- Pamphlet
- Letter to Dhoordharshan
- 4 Page Voucher
- MOU Draft
- Food Arrangements

26. Arts & Science and Engg Team
- Work Allocation need to do for TN Skill Event
- Need to collect the feedback from the student and Faculties
- We need to make a plan based on the Vacation Exam
- Can plan FDP during vacation time