NM Meeting Minutes Week 5

DateTimeVenueMeeting No.24.04.202305:30 PMTNSDC -Conference HallNM-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

Week 5

- 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

Agendas Discussed 2