GHARDA INSTITUTE OF TECHNOLOGY

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GF GHARDA FOUNDATION

GIT | GHARDA INSTITUTE OF TECHNOLOGY

COM. No.23/A.Y.2024-2025   02ⁿᵈ September 2024

CIRCULAR

The **Training & Placement Committee** is reconstituted and will continue from the A.Y. 2024-2025.

The members of the committee are as follows

Sr. No.	Name of the member	Department	Designation
1	Mr. S S Tathare	Training & Placement Cell	Chairman
2	Prof. J V Mapara	Chemical Engineering	Member
3	Prof. P L Warak	ExTC. Engineering	Member
4	Prof. S. S. Patil	Civil Engineering	Member
5	Prof. (Mrs.) Vailali Nair	Computer Engineering	Member
6	Prof. P N Jadhav	Mechanical Engineering	Member
6	Mr. Santosh S Joshi	Chemical Engineering	Member

Committee should conduct at least one meeting in every month and as & when required.
Chairman should maintain the record of minutes of meetings and produce to the undersigned as and when required.

PRINCIPAL

cc: All GIT Staff

Encl: Role and responsibilities

Role and responsibilities:

1. To help TPO for smooth execution of campus placement in online/offline mode by arranging and managing activities related to it.
2. To collect student data and complete campus placement registration process of interested students via online/offline process.
3. To take the undertaking of the students who are not willing to appear for campus placement.
4. To maintain documents required for NAAC/NBA i.e. offer letter / joining letter / appointment letter of the students of their respective department year wise.
5. To maintain documents required for NAAC/NBA i.e. Higher studies/Entrepreneurship/Govt.job of the students of their respective department year wise.
6. To help TPO for arranging different training programs on a timely basis as directed by TPO/HOD.
7. To arrange alumni talk/technical talks of the experts as directed by TPO/HOD.
8. To encourage students for soft skill development / technical skill development via online/offline program
9. To maintain a record of each TPO activity given by TPO cell department wise.
10. To visit industries along with TPO as and when required for strong industry liasoning.
11. To encourage students for summer and winter internships and maintain its record years wise at their respective department.