

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:

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| 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. |