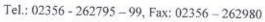


## GHARDA INSTITUTE OF TECHNOLOGY

A/P: LAVEL, TAL.KHED, DIST.RATNAGIRI.





COM. No.23/A.Y.2025-2026

04<sup>th</sup> August 2025

## **CIRCULAR**

The **Training & Placement Committee** is amended and will continue from the A.Y. 2025-2026. The members of the committee are as follows

Sr. No.	Name of the member	Department	Designation
1	Prof. 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. V. D. Kamble	Civil Engineering	Member
5	Prof. (Mrs.) S N Vailali	Computer Engineering	Member
6	Dr. P N Jadhav	Mechanical Engineering	Member
7	Prof. A V Phanse	CSE (AIML) Engineering	Member
8	Prof. M. S. Thasale	MCA Department	Member
9 '	Prof. P R Tambe	MMS Department	Member
10	Mr. P S Kolikar	Admin Department	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



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## Role and responsibilities:

- 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.
- To maintain documents required for NAAC/NBA i.e. offer letter / joining letter / appointment letter of the students of their respective department year wise.
- 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.



