



OFFICE OF THE PRINCIPAL
GANDHI INSTITUTE OF EXCELLENT TECHNOCRATS
SANTI NIKETAN, GHANGAPATANA, BHUBANESWAR, 752054.

Ref. No.:

Date:

OFFICE ORDER
Training & Placement Committee
Academic Year 2022-23

Objectives: To help and promote students to prepare for placement training / interviews / higher studies and to suggest them to choose an appropriate organization/company.

Sl. No.	Name	Position
1	Dr. Subhrajit Pradhan (Principal, Gandhi Institute of Excellent Technocrats)	Chairperson
2	Mrs. Sumita Padhi (Director T & P, Gandhi Institute of Excellent Technocrats)	Convenor
3	Prof. Manish Kumar Babu(Assistant Prof EEE, Gandhi Institute of Excellent Technocrats)	Co-Convenor
4	Mr Jandharan Kar, Vice President (Power Mech) Employer	Member
5	Mr Satish Narayan, Senior HR (Liferay India PVT. Ltd) Employer	Member
6	Prof.Amit Jain Biswal(Assistant Prof ME, Gandhi Institute of Excellent Technocrats)	Member
7	Prof.Sharmili Routray(Assistant Prof CIVIL, Gandhi Institute of Excellent Technocrats)	Member
8	Ms Ashima Mohanty(2015-2019) Alumni	Member
9	Aryan Deep(Student,7 TH Semester, ME, Gandhi Institute of Excellent Technocrats)	Member

Vision of Training & Placement Cell:

The Training and Placement cell empowers groups of students to visit websites of industries of different sectors like IT, Core, Banking, Insurance, Retail, Hospitality, Communication sector, Finance sector etc and contacts H.R. Managers of these firms under the guidance of the TPO. Accordingly, letters/e-mails shall be sent to generate a larger data base for placements. A new placement brochure shall be published with the help of students with the approval of the honourable Principal/Chairman.

Roles & Responsibilities:

- The TPO shall encourage the eligible students in order to register their names for attaining various on/off campus drives in the stipulated academic year.
- TPO has to arrange and organise the training activity for the eligible students with respect to the visiting firm for the campus drive.
- The training placement officer (TPO) should organize Campus Placement Programs of various IT and Core companies visiting the institute during the placement season with the consultation of the Placement Committee.
- TPO shall schedule the Placement Programme by allocating dates and timings of companies' visits. The schedule has to be duly informed to all department heads, T&P members, Convener, Principal and Chairman/Secretary of GIET.
- TPO has to place a budget and requisition form for different expenses to be incurred the entire T&P activities and same has to be submitted to the higher authority for the final approval.
- TPO has to collect the offer letters (final selected students) from the recruited companies in time and also distribute those to them for their joining.
- PRO has to arrange the Assembly Hall for the pre-placement talk and company presentation i.e., sound system, L.C.D. projector, chairs, table etc. And also arrange the refreshments for the visiting delegates and guests.
- TPO has to generate all relevant data base of all the students in relation to the information needed by the concerned companies.

**Principal
Gandhi Institute of Excellent Technocrats
Ghangapatna, Bhubaneswar**

Memo No _____/GIET-Ghangapatna/

Date:-

Copy to:

1. Hon'ble Vice-Chairman for favour of information.
2. Dean Academics/Dean Student Affairs/ Dean R&D/A.O.(Academics)/Director T&P/ All HODs/
/Asst.Manager-HR/A.O.(Admin)/T&P Cell/ Library/Exam.Section/Staff Circular.
3. Person Concern for the information/personal file for record.

**Principal
Gandhi Institute of Excellent Technocrats
Ghangapatna, Bhubaneswar**