

ROLES AND RESPONSIBILITIES OF TRAINING & PLACEMENT OFFICER

- To look after the training and placement activities of students i.e. arrangement for interview facilities at the campus and written test halls.
- To have close liaison with industry for the placement of students.
- To correspond to prospective companies for interview date and schedule of events.
- To receive the personnel and provide necessary inputs about the University and to co-ordinate placement co-ordinator for smooth functioning at various locations
- To collect the appointment letters or correspond to get them as soon as the interview is over.
- To distribute appointment letters and collect acceptance letters from the students and dispatch to employees.
- To collect feedback from the companies coming for placement
- Arrange training programmes for soft skills and for interview facing skills for the students using institutional and external expertise.
- To organize the entrepreneurship workshops. To work in consultation with coordinator Industry –Institute interaction for organizing lectures from the professionals and industry.
- To identify a standby placement officer to take over the responsibilities during the absence of Placement Officer.