



MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

Nazirabad, P.O. Utchepota Via Sonarpur, Kolkata:700150

NOTICE

Ref. no. MSIT/PO/NOTICE-2020-21/209

Date: 24.09.2020

This is to inform all concerned that **TRAINING & PLACEMENT COORDINATION COMMITTEE** has been constituted with effect from 01.09.2020 for carrying out all training & placements related activities of the Institute. The following will be the constitution and guidelines of the Committee.

Members:

SL. NO.	MEMBERS NAME	MEMBER'S DESIGNATION	POSITION IN THE COMMITTEE
1	Prof.(Dr.) Ankur Ganguly	Principal-In-Charge	Chairperson
2	Mr. Saibal Banerjee	TPO	Coordinator
3	Mr. Abhijit Chakraborty	Asst. TPO	Convener
4	Mrs. Joysree Das Roy	Dean - Student Affairs	Member
5	Mr. Debarshi Ghosh	AP & FIC, BA	Member
6	Dr. Rajiv Joneja	Assoc. Professor, EE	Member
7	Dr. Jayita Pal	AP, BSH	Member
8	Mr. Subhash Mondal	AP, CSE	Member
9	Mr. Indrajit Das	AP, IT	Member
10	Mr. Sudipta Ghosh	AP, ECE	Member
11	Mr. Tufan Datta	AP, CE	Member
12	Mr. Soumen Chakraborty	AP, ME	Member
13	Mr. Soumya Chakravarty	AP, CA	Member

Roles & Responsibilities:

1. To make every student's success story by helping them become global leaders who can manage and lead change across diverse organizations.
2. To strive to help and guide students to get deserving placements through state-of-the-art technology, innovation, leadership and partnerships.
3. Short-listing of students based on company basic eligibility criteria.
4. Conducting Written tests/group discussions.
5. Conducting Interviews.
6. Circulation of Selection list.
7. Preparation of an attractive and comprehensive Placement Brochure.
8. Organizing Pre-Placement Seminars by Companies
9. Maintaining and regularly updating Database of Students
10. Maintaining Database of Companies and establishing strategic links for campus recruitments and training.


11. Gathering information about Job fairs and all relevant recruitment advertisements.
12. Coordinating with companies to learn about their recruitment procedures.
13. Identifying the needs and expectations of the companies to assist them in recruiting the most suitable candidates.
14. Organizing pre-placement training for students(Soft Skills, Dress Codes, Mock Interviews)
15. Arranging periodic meetings with Human Resources Departments and TPO's of companies to promote the Institute
16. Collecting feedback from employers where our students are placed.
17. Organize Training related to domain knowledge, pre placement, industrial or any other internship programs as deemed fit.

Terms of Members: Two years for nominated members.

Meetings: At least one meeting in every 60 days and as and when necessary as deemed fit by the committee.

Modus operandi:

1. The Committee/Cell/Council will be reporting to Coordinator – Academic Affairs as SPOC w.r.t. the office order (Ref. No. MSIT/PO/2020-21/140 dated 19.08.2020) to discuss and resolve issues of committee & inter-disciplinary nature on regular basis.
2. The Coordinator – Academic Affairs will report to HOI with all required details.
3. The HOI may call the individual committee for meeting as and when deemed fit by the same.


Prof. (Dr.) Ankur Ganguly
Principal In-Charge



CC: The GCEO – TIG, The Director – AQA – TIG, All the HODs/FICs, Dean-SA, Administrator, Controller (E&UA), Librarian, TPO, Coordinator – Website & Social Media Committee, Coordinator – Academic Affairs.