

❖ **Training & Placement Committee:**

A) Constitute :

- Dr. N.C. Shah (Chairman)
- Prof. Nikunj Gamit (Member Secretary)
- Prof. Mehul Patel (Member)
- Prof. Hiren Shah (Member)
- Prof. Purvi Tandel (Member)
- Prof. Kinnal Dhameliya (Member)
- Prof. Kirti Patel (Member)

B) Function:

- To make database mentioning companies information and contact details branch wise. To invite companies for the campus placement.
- To prepare institute placement brochure and circulate amongst the identified industries.
- To establish active communication with the industries.
- To invite delegates from industries to deliver expert lecture.
- To make arrangement for industrial training for the students/ faculty.
- To conduct awareness seminars for the preparation of campus placement.
- To coordinate campus placement procedures.

C) Process:

- Nominated member from each department should identify student coordinator for placement activity in each department.
- Nominated faculty member along with student coordinator should prepare and verify the company's information.
- HoDs should help nominated faculty member to prepare institute placement brochure.

➤ **Responsibilities of members of committee**

- Internal members on the committee shall be nominated by the Director/HoDs.
- Internal members shall participate actively in all meetings of the committee.
- External members on the committee shall be nominated by the Provost/Director.
- Internal members shall report the decisions made by the committee to their respective departments for necessary action/implementation.

➤ **Responsibilities of the members secretary of the committee**

- The member's secretary with permission of the chair shall prepare the agenda and call the meetings.
- The member secretary shall circulate minutes of the meetings to all members of the Board.
- The member-secretary shall closely monitor for effective implementations of the decisions taken in the meeting of the committee.