Placement Committee

Team Members:
1. Mr. Bharat Bhandary (TPO)
2. Mr. Atul Lohar (Mech)
3. Mr. Uday Nayak (IT)
4. Ms. Dipti (Comps)
5. Ms. Anjum (EXTC)

Objectives:

- To help students to prepare for placement interviews / higher studies and help them to choose an appropriate organization for job / higher studies.
- The Placement Committee shall organize Campus Placement Programs for various IT and non IT companies visiting our institute during the placement season under the guidance of the TPO. Usually it starts immediately after the 7th semester exams. It can be also organized later (Off Campus) in the same academic year, if other companies wish to come.

Action Plan:

In the beginning, the convener (TPO) calls for a meeting and delegates the role and responsibilities to committee members. He/She shall also schedule the Placement Programme by allocating dates and timings of companies' visits. The copies of the same are distributed to all the members, Director and Principal. The requisition for tea, coffee, snacks, lunch etc. indicating number of guests, shall also be prepared. The same is handed over to the Admn. Asst. The Convener shall also prepare a budget for the PlacementCell.

The Training and Placement cell empowers groups of students to visit websites of industries of different sectors like 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 Director.

Following are the roles and responsibilities allocated to the members of the Placement Committe:

1. **Registration:** Registration of the eligible students shall be done with the help of students. This is done 30 minutes before the start of the program. Students shall sign against their names.
2. **Display:** To display a welcome poster at the entrance on the ground floor showing the name of the company visiting, names of their team members, program and venue for the test and interviews during placement.
3. **Scrolling Board:** To welcome the company delegates to DBIT with the date and time.
4. **Mondini Hall:** To arrange the Hall for the pre-placement talk and company presentation i.e, sound system, L.C.D. projector, chairs, table etc.
5. **Classrooms:** Classrooms are allotted for the aptitude test and group discussion.

Table, papers, stationery, drinking water etc. shall be arranged.

6. **Interview Rooms:** Usually 4th floor, 'D' wing hall is arranged for personal and technical interviews. Table, chairs, papers, stationary items etc. shall be kept ready.

7. **Final selection:** At the end of the selection activity, names of the short listed students shall be announced by company representatives.

8. **Breakfast, tea and lunch:** Based on the number of guests from the organizations, such arrangements shall be made. The menu is decided beforehand and intimated to the canteen. Timings are also specified.

9. **Records:** Records of the lists of students placed, company name, branch and salary offered shall be maintained and with principal approval put on website.

10. **Data Updating:** Other data like branch wise placements, students' profiles, year wise placements, list of companies visited etc shall also be maintained and uploaded on the website.

11. During the year, short meetings shall be held to communicate the **status on placement** and to discuss the comments made by the recruitment team on our students' performance and action taken, report to Principal / Director/ R&D website.

12. To identify 10 best students and groom the in aptitude & other training for dream jobs. (Class teacher will identify).

13. Any other duties the Director / Principal may assign.