

Post: Director – Training & Placement

Qualifications required

- MBA (HR)/ B.Tech from a recognized Indian Universities/ Institutions with at least 55% of marks or an equivalent grade point in the grade point scale.
- At least 7 years' experience in the area of Training/Placement in a University or big corporate of repute.

Job Description

1. Responsible for all the activities relating to the students placement.
2. Coordinates with the industries for providing the vocational training courses to students.
3. Coordinates with the different industries for on-campus and off-campus interviews of the meritorious students for providing suitable jobs in their organizations.
4. Coordinating with employers, placement officers run background checks on students who seek internships or externships to verify students have the prerequisite education and meet all additional requirements for these companies' positions.
5. To work in consultation with coordinator Industry–Institute interaction for organizing webinars/lectures from the professionals and industry experts.
6. Develop a Placement Preparation Module which provides guidance / preparation to the students for campus placement
7. Reviewing the performance of students working in the Corporate Sector in various capacities (Final Placement, Summer Training, Projects etc.) by taking feedback from companies.
8. Organizing of workshops/seminars at regular intervals for training of managers / faculty members of various organisations.
9. Arrange training programmes for soft skills and for interview facing skills for the students using institutional and external expertise.
10. To prepare Placement reports after Placement Drive/Job Fairs.

11. To enhance the collaborations with industries and associations for placement drives and Mega Job Fairs/ Career Fairs.
12. To conduct regularly meetings with the college level TPO's to understand every college placement requirements.
13. To develop Management Information System (MIS) on placement of passed out students and to create data base of recruiting industries and organization.
14. Any other duties assigned by Honourable Provost Sir and Honourable Registrar Sir.
15. Assist students to develop and implement successful job search strategies.
16. Work with faculty members, department heads and administration to integrate career planning with academic curriculum.
17. Providing resources and activities to facilitate the career-planning process.
18. Act as an interface among students, alumni and the employment community.
19. Create awareness in the students regarding future career options.
20. Conducting the student assessments on regular basis.