



DATE: 30 JULY 2020

NOTICE

Attention: All students of Batch 2022 (Third year)

Inviting applications from students for formation of **Student Placement Committee** for the year 2020-21.

Interested students, kindly apply in the given link: <https://forms.gle/76nd7ZC294CoDwYR8>
Link will be active till 3rd August.

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- **Eligibility criteria for SPC member:**
 - Students of Batch 2022 (presently progressed to 3rd year B.Tech)
 - No active backlogs till 6th Sem results
 - **Required skill sets:**
 - Excellent communication skills (Written and Spoken)
 - E-mail & Telephone etiquettes
 - **SIX students to be inducted in the following manner**
 - Two students from each class of Batch 2022 (CSE-A, CSE-B, ECE)
 - At least 2 girl students preferred (One from CSE and ECE each) to maintain gender diversity.

Selection Procedure:

- Information shared to Batch 2022 students
- Nominations invited.
- Interviews
- Announcement of results.
- Team Meeting & Orientation.

Responsibilities of SPC members:

PART -A: Core Responsibilities (Applicable for all the members)

1. Internships & Placements:

- To assist the T&P Officer in creating a network and database of various companies who can be potential recruiters and internship providers, and coordinate with them.
- Coordinate with students to collect data as and when required in specified format, gather and share data, percolate information pertaining to T&P activities.
- Visit companies in and around Nagpur to explore internship/employment opportunities.
- Coordinate during selection rounds for internships/placements, online tests, ensuring the availability of PCs, internet, etc.

- e. To keep track of internships/training programmes/events offered by various Govt Institutes/Foreign Universities, etc.
- f. To keep track of dates for various higher education entrance exams.
- g. Any special task assigned by the T&P Office from time to time.
- h. Participate in committee meetings.

2. Trainings / Placement Preparation

- a. Identifying the training needs of the students and proposing relevant training topics. Subsequently identifying training resources and coordinating for training delivery.

3. Social Media, IIITN Website & Networking.

- a. Sharing relevant information related to any achievements/initiatives taken by Institute through official handles, only after verification by faculty/T&P Officer.

PART-B: Additional responsibilities (To be assigned as per requirement)

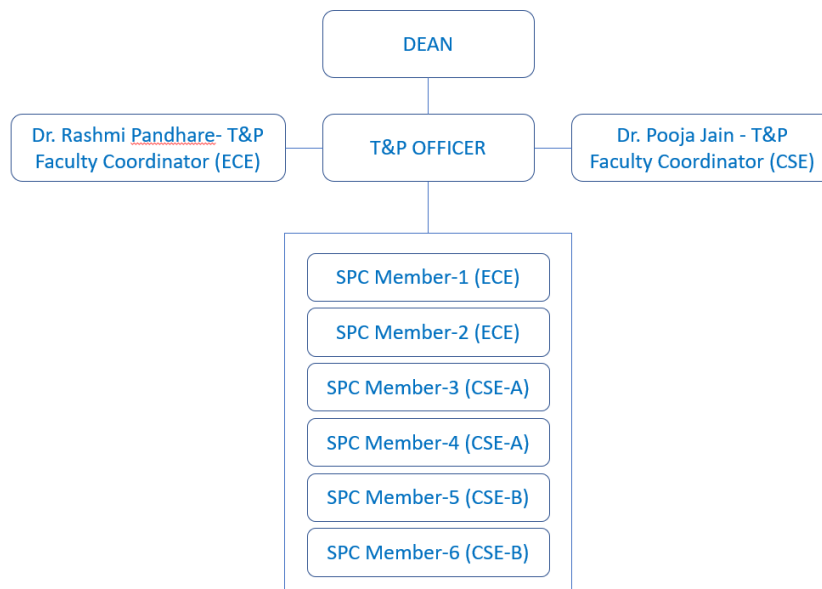
1. Design, Content writing

- a. Designing and printing of flex banners, momentos, brochures, certificates, flyers for social media, print media, etc.

2. Logistics, Hospitality, Event Management / Webinars

- a. Arranging the infrastructure (Mic/Projector/Speakers) in the seminar hall during any activity related to T&P. Scheduling the webinar on approved platforms.
- b. Arranging the logistics and meals in coordination with Admin team for the Guests/Company representatives visiting for Guest Lectures/Campus placements.
- c. Attending the guests visiting for any event pertaining to T&P activities.

Review Meet with all the members to be conducted once in a month to review the activities and plan ahead.



Structure of Student Placement Committee

Placement Season for this year is about to start. Hurry up!!

Harshad

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