



Gramaudyogik Shikshan Mandal's

MARATHWADA INSTITUTE OF TECHNOLOGY, POLYTECHNIC CHHATRAPATI SAMBHAJINAGAR

Approved by AICTE New Delhi, DTE Mumbai & Affiliated to MSBTE Mumbai (M.S.)

DTE Code: 2224

MSBTE Code: 0066

Ref. No.: MIT/Poly/Acad/T & P Cell/2025-26/ **789**

Date: **25/08/25**

OFFICE ORDER **TRAINING & PLACEMENT CELL** **For Academic Year 2025-2026**

OBJECTIVES

The major objectives of Training & Placement Cell are as bellows:

1. Assist students to develop their academic and career interests, their short and long-term goals through individual counseling and group discussion
2. Assist students in development and implementation of successful job search strategies.
3. Co-ordinate with Head of Department & faculty members to integrate career planning with academic curriculum.
4. Empower the students with life long career decision-making skills.
5. Providing resources and guided activities to facilitate the career planning process.
6. Act as a contact point for students, alumni and the employment community.
7. Creating awareness in the students regarding future career options.
8. Assisting different companies in recruiting candidates as per their requirements.
9. Coordinating Summer Industrial Training/Internship Programs.
10. Bridge the gap between industry and academia.

CONSTITUTION

Following are the members of Training & Placement Cell:

Sr. No.	Name of Staff Member	Designation	Member Category	Contact No.	Email Id
1.	Mr. S. B. Maknikar	Lecturer in Mechanical Engineering	Training & Placement Officer	9403120747	 tpo.mitp@mit.asia
2.	Mr. V. N. Dudhate	Lecturer in Mechanical Engineering	Assistant TPO	9403012234	vaibhav.dudhate@mit.asia
3.	Mr. S. K. Pardhe	Lecturer in Civil Engineering	Departmental T & P Coordinator	8208338772	shubham.pardhe@mit.asia
4.	Mr. S. S. Jadhav	Lecturer in Computer Engineering	Departmental T & P Coordinator	8668594887	sachin.jadhav@mit.asia
5.	Mrs. R. M. Nirmal	Lecturer in Electrical Engineering	Departmental T & P Coordinator	9689725708	<u>renuka.nirmal@mit.asia</u>



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6.	Mrs. S. G. Patil	Lecturer in Electronics & Computer Engineering	Departmental T & P Coordinator	9890251616	shaila.patil@mit.asia
7	Mrs. M. S. Metkar	Lecturer in Artificial Intelligence & Machine Learning	Departmental T & P Placement Coordinator	9766238596	madhuri.metkar@mit.asia

ROLES & RESPOSIBILITIES OF TRAINING & PLACEMENT OFFICER

1. To look after the training and placement activities of the students
2. To have close liaison with industry for the placement of the students.
3. To work in consultation with coordinator Industry–Institute interaction for organizing lectures from the professionals and industry.
4. To collect feedback from the industries coming for the placement
5. Arrange training programs for soft skills and for interview facing skills for the students using institutional and external expertise.
6. To arrange Industrial Training Programs for the students.
7. To arrange Industrial Training Programs & Faculty Development Programs for the staff.
8. To proposes annual budget of Training & Placement Cell.
9. Assists employers achieve their hiring goals.
10. Acts as a link between students, alumni and the employment community
11. Communicates the resume of suitable candidates to the potential employers.
12. Getting approval for on-campus drives from the Principal and informing the candidates through Department Placement Coordinators.
13. Giving intimation to Departmental Placement Coordinators for off-campus drive and encouraging the students to participate in the drive.
14. To provides information of schedule of recruitment drives well in advance to the Principal, Heads of Department, all Departmental Placement Coordinators and the students.
15. Places request for resources required well in advance and coordinates with the concerned and ensures availability of the same.



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ROLES & RESPONSIBILITIES OF DEPARTMENTAL T & P COORDINATOR

1. Assist students to develop their academic and career interests, their short and long-term goals through individual counseling and group discussion
2. To collect the job announcement/description /requirements, job details, and specifications from the TPO and share the same with the students in a timely manner.
3. To share the database of eligible aspirants to the prospective companies based on the stipulated criteria.
4. Sharing industry feedback, trends and expectations with the students and leadership.
5. Counsel students regularly to ensure job acceptance
6. Guide the students for successful result at the interview before the interview process starts.
7. Participate in various student assessments with trainers to evaluate the student for potential placements.
8. To guide the students to develop their impressive resume.
9. Provide information & guide the students through various media, such as individual meetings, group sessions, email etc.
10. To maintain records of final year & pass out students whether they have opted for job or opted for higher education, along with name of company joined or name of the institute joined.

Prof. S. B. Maknikar- Training & Placement officer is directed to start the work with immediate effect & submit the progress of the same to the undersigned from time to time




(Dr. S. G. Deshmukh)
Principal
MIT Polytechnic,
Chhatrapati Sambhajinagar

Copy to:

- 1) Officer In charge- Academics for information & n. a.
- 2) All Head of Department (ME/MK/CO/CE/AN/TE/EE) for information, circulation and n. a.
- 3) Concerned Staff member for information & n. a.
- 4) Section in Charges (TPO/WS/EDP Cell/Central Library) for information
- 5) Student Section/Establishment/Student/Accounts Section for information
- 6) Mrs. B. A. Chatterjee- Central Web Portal Coordinator for uploading on Institute website

Copy submitted, to Honorable Director General, MIT Chhatrapati Sambhajinagar for information please