

OFFICE ORDER

In suppression of Office Orders No. SLIET/T&P/2018/835-850 dated 06.02.2018, SLIET/T&P/2018/851-866 dated 06.02.2018 & in reference of subsequent office order no. SLIET/DIR/1135 dated 03/08/2018, the following faculty members have been deputed as Faculty Placement Coordinator(s) as mentioned below with immediate effect:

S.NO	NAME OF THE DEPARTMENT	NAME OF THE FACULTY MEMBER
1	MECHANICAL ENGINEERING	DR. INDRAJ SINGH, ASP (ME)
2	COMPUTER SCIENCE & ENGINEERING	DR. VINOD KUMAR VERMA, AP (CSE)
3	ELECTRONICS & COMMUNICATION ENGINEERING	ER. PANKAJ KUMAR DASS, AP (ECE)
4	FOOD ENGINEERING	DR. CHARANJIV SINGH SAINI, ASP (FET)
5	CHEMICAL ENGINEERING	ER. GULSHAN KUMAR JAWA, ASP (CE)
6	ELECTRICAL & INSTRUMENTATION ENGINEERING	DR. PRATIBHA TYAGI, ASP (EIE)
7	MANAGEMENT & HUMANITIES	DR. MANDEEP GHAI, AP (M&H)
8	MATHEMATICS	DR. VINOD MISHRA, PROF. (MATHS)
9	CHEMISTRY	DR. DAMANJIT SINGH, ASP (CHEMISTRY)
10	PHYSICS	MRS. KANIKA AGGARWAL, AP (PHYSICS)

Following is the list of responsibilities of Departmental Faculty Placement Coordinator:

- 1) To organise placement activities for the students of the concerned department in coordination with concerned HOD/ Placement committee of the department.
- 2) To prepare database of companies Email IDs, Contact Numbers etc. at least 10 no. of industries along-with Departmental Training Coordinators assisted by Departmental Student Placement Representatives.
- 3) To visit industries in order to augment placement of students at least in 3 industries along-with Departmental Training Coordinators in every semester.
- 4) To organise Interactive sessions with Industry personnel for students at least one in a month
- 5) To organise industrial visits for students in coordination with Departmental Faculty Training Coordinator / concerned HOD/ TPO.
- 6) To prepare and guide students in coordination with T&P department regarding placement process / interviews etc.& may propose the list of experts/ speakers to Head (T&P) along-with their schedule.
- 7) To submit the detail of Recruiters in the department of T&P on regular interval on prescribed pro forma (as per overleaf).