DREAM INSTITUTE OF TECHNOLOGY

Approved by AICTE & Affiliated to *MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY*, WEST BENGAL (formerly known as WBUT)

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REF.NO. DIT-Training and Placement Committee/23-24/01   **Date: 03/08/2023**

MEMO
TRAINING AND PLACEMENT COMMITTEE

SL.NO	NAME	DESIGNATION	POSITION
1	Mr. Ujjal Majhi	Asst. Professor (ECE)	Convenor
2	Mr. Hrithik Das	Student (CSE)	Student-Convenor
3	Mr. Sayak Sarkar	Asst. Professor (EE)	Member
4	Mr. Anway Sarkar	Asst. Professor (CE)	Member
5	Mrs. Reena Sengupta	Asst. Professor (CSE)	Member
6	Md. Farid Hossain	Asst. Professor (ME)	Member
7	Mr. Sabir Akhtar Mallick	Asst. Professor (ECE)	Member
8	Mr. Debajyoti Sanyal	Student (ECE)	Member
9	Ms. Bandana Nanda	Student (CSE)	Member

Board functions:

- To help organize In-campus, Pool-campus Droves and Walk-ins.
- To facilitate the students for Internships and trainings.

In-campus Events:

Objective: Organize on-campus events for career development, industry exposure, including career fairs, workshops, seminars, and networking sessions.

Planning: Identify purpose, set clear goals, plan schedule, allocate spaces, and collaborate with Professionals/companies.

Execution: Promote through various channels, ensure logistical arrangements, and facilitate interactions.

Follow-up: Collect feedback, share post-event resources, and highlights.

Pool-campus Drives:

Objective: Multiple institutions host recruitment events for a larger talent pool.

Planning: Coordinate with other institutions, align schedules, and collaborate with companies.

Execution: Arrange common infrastructure, standardize recruitment processes, and facilitate communication.

Follow-up: Share results, gather feedback for future collaborations.

Walk-ins:

Objective: Spontaneous recruitment events for on-the-spot applications and interviews.

Planning: Promote to attract diverse candidates, ensure space/resources, and communicate available positions.

Execution: Set up registration desks, provide interview spaces, facilitate smooth candidate flow.

Follow-up: Share candidate info with companies, gather feedback from candidates and companies.

General Notes:

Emphasize communication and collaboration with stakeholders.

Post-event evaluations are crucial for refining future planning.

Adapt guidelines based on the specific needs and policies of your institution.

Internship and Training Facilitation:

Objective:

Facilitate meaningful student internships and training for practical skill enhancement.

Planning:

Identify Goals: Define internship objectives for skill development, industry exposure, or project-based learning.

Build Partnerships: Collaborate with industry for diverse opportunities and establish long-term engagements.

Define Program: Outline duration, structure, and expectations (summer, part-time, short-term).

Communicate Requirements: Clearly communicate eligibility criteria, required skills, and academic qualifications.

Execution:

Promote Opportunities: Advertise through posters, social media, and newsletters.

Leverage career counseling for program guidance.

Application Process: Establish a transparent online application process.

Selection and Matching: Conduct a fair, merit-based selection process.

Match students based on skills and career goals.

Orientation: Conduct orientation sessions to brief students on expectations and workplace etiquette.

Follow-up:

Mentorship: Assign mentors for guidance and support during internships.

Feedback Mechanism: Collect feedback from students and host organizations for continuous improvement.

Evaluation and Recognition: Evaluate student learning outcomes. Recognize achievements through certificates or events.

General Notes: Establish a dedicated internship and training coordinator for streamlined management.

Promote a culture of continuous learning and professional development.

Encourage students to reflect on experiences for academic and career growth.

Success relies on collaborative efforts among educational institutions, students, and industry partners.

Uttiya Sarkar
Registrar

C.c.

1. Chairman
2. Principal
3. IQAC
4. Website
5. Notice Board
6. DIT All staff WhatsApp Group
7. Circulation
8. Guard file