

# **GOVERNMENT COLLEGE OF ENGINEERING, AMRAVATI**

*(An Autonomous institute of Govt. of Maharashtra)*

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## **DUTIES & RESPONSIBILITIES OF VARIOUS DEANS**

### **Dean (Training and Placement)**

- To Develop and Execute the placement strategy
- To conduct recruitment survey by interacting with the past recruiters.
- To Organize career Counseling sessions by experts and placement presentation of various companies
- To Develop and maintain corporate database and communicate with industries for the optimization of placements.
- To allocate companies to student groups for image building.
- To conduct pre-employment assessment test of campus eligible students.
- To Maintain student Resume Bank and Organize student development programs for aptitude and soft skills
- To evolve and execute placement policy of the institute for optimizing employment opportunities of students
- To develop and maintain a strong and effective communication medium with the stakeholders, corporate campus eligible students and institute authorities.
- To schedule, plan, coordinate and execute the campus recruitment process based on prevailing hiring scenario.
- To roll out and monitor campus recruitment process in coordination with the T&P committee.

- To ensure smooth completion of student selection and joining formalities in coordination with the employers.
- To assist in publishing job, placement and internship opportunities to the college with the periodic new letters and communication.
- To provide accurate data and information regarding placement of students and maintain correct record of placements.
- To attend the corporate meetings and seminars for professional development.
- Other related duties assigned by Principal.