



Einstein Academy of Technology and Management

(Managed by Udayanath Educational & Charitable Trust, Bhubaneswar)
Approved by AICTE, Govt. of India, New Delhi & Affiliated to BPUT, Govt. of Odisha
An ISO:2015 Certified Degree Engineering College

Office Order

Ref. No.: EATM/OO/ 024 /2022-23

Date:20/07/2022

Training & Placement Committee

The Training & Placements Cell is formed to provide all possible assistance to the students in their efforts to find employment. The Purpose of the Cell is to help and promote students to prepare for placement training / interviews / higher studies and to suggest them to choose an appropriate organization/company. The placement cell consists of faculty and student coordinators of the college. The college constituted Training and Placement Cell in the year 2016.

The Committee consists of following members

Sl. No.	Names	Status
1	Prof. (Dr.) Suvendu Prasad Sahu	Principal
2	Prof. Sanat Rout	Convener
3	Prof. Sumit Ku. Choudhary	Co-convener
4	Prof. Kumarguorab Das	Member
5	Prof. Subhadra Biswal	Member
6	Prof. Radhesyam Hota	Member
7	Prof. Subash Ch. Mishra	Member
8	Prof. Deepti Ranjan Sabat	Member
9	Prof. Banahansi Mohanty	Member
10	Mr. Biswajit Sahoo	Member
11	Mr. Kishore Chandra Barik	Member
12	Mrs. Nibedita Chhatoi	Member, Alumni
13	Mr. Arun Parida	Member, Student
14	Mr. Prabhulal Pradhan	Member, Student
15	Miss Lipika Majhi	Member, Student

Vision of Training & Placement Cell:

The Training and Placement cell empowers groups of students to visit websites of industries of different sectors like IT, Core, Banking, Insurance, Retail, Hospitality, Communication

Principal
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Bhubaneswar, Khurda

sector, Finance sector etc and contacts H.R. Managers of these firms under the guidance of the TPO. Accordingly, letters/e-mails shall be sent to generate a larger data base for placements. A new placement brochure shall be published with the help of students with the approval of the honourable Principal/Chairman.

Functions and Responsibilities:

- The TPO shall encourage the eligible students in order to register their names for attaining various on/off campus drives in the stipulated academic year.
- TPO has to arrange and organise the training activity for the eligible students with respect to the visiting firm for the campus drive.
- The training placement officer (TPO) should organize Campus Placement Programs of various IT and Core companies visiting the institute during the placement season with the consultation of the Placement Committee.
- TPO shall schedule the Placement Programme by allocating dates and timings of companies' visits. The schedule has to be duly informed to all department heads, T&P members, Convener, Principal and Chairman/Secretary of EATM.
- TPO has to place a budget and requisition form for different expenses to be incurred the entire T&P activities and same has to be submitted to the higher authority for the final approval.
- TPO has to collect the offer letters (final selected students) from the recruited companies in time and also distribute those to them for their joining.
- PRO has to arrange the Assembly Hall for the pre-placement talk and company presentation i.e., sound system, L.C.D. projector, chairs, table etc. And also arrange the refreshments for the visiting delegates and guests.
- TPO has to generate all relevant data base of all the students in relation to the information needed by the concerned companies.

NB: It is the high responsibility of the committee members to provide utmost support to both convener and co-convener for the complete execution of decided and finalized works within the time limit. Hence, for any deviation, Convener, co-convener and all the members will held the responsibility and the higher authority will have every right to take necessary action as deemed fit.



Principal
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Copy to: Office copy / Director / Dean (Academics) / Dean (MBA) HODs / Faculty members / PRO/IQAC Cell/ Notice Boards / Students WhatsApp group for information