

PARTICULARS OF TPO & KEY RESPONSIBILITY AREAS (KRA)

Name: Mr.Satyaban Behuria

Designation: Head- Training & Placements

1. Handling a student's portfolio of placement process of the students
2. Management & Relationship with the Indian Education stakeholders
3. Need to get into a direct interaction to the clients and handle their queries for all branding and promotional and marketing related issues.
4. Making follow-up to the clients by own or by executives and handle and close the deal.
5. Maintain and develop a computerized customer and prospect database.
6. Responsible person for co-ordination between institutes and corporate clients
7. Responsible person for taking care of entire guest co-ordination and effective running of the campus hiring activities.
8. Maintains an ongoing relationship with prospective clients, both in-person and by phone, continuously assessing and communicating how to meet their needs.
9. Ability to develop and sustain effective new business relationships with clients in order to leverage and set up effective commercial deals.
10. Build long-term relationships with direct clients and system integrators by meeting the clients resource needs and contributing to their growth plan.
11. Co-ordination with major clients for Campus Recruitment Drives with CMMI Level 5 clients and other reputed companies.

Name: Mr.Rishabh Singh

Designation: Executive Manager- Training & Placements

1. Responsible for the planning of the campus placement drives for the students of all streams
2. Preparing Job Description and taking care of smooth placement co-ordination of campus drives
3. Taking care of existing clients for placement process
4. Helping students from the final year to take part in placement activities and guiding them about the current industry scenario.
5. Arranging Internships of pre-final year students
6. Would start the process of Guest Lecture series, in planning and be responsible for it
7. Working closely with HODs and faculty coordinators for smooth functioning of the process
8. Taking care of co-ordination of the campus activities of including logistics affairs

Name: Ms.Shikhadri Sharma

Designation: Assistant Manager-Trainings & Placements

1. Responsible for Inviting the Companies to Conduct the Campus Drive for Management students i.e. MBA/IMBA/BBA/BBA_P/B COM (H).
2. Responsible for Coordination with the client as well as students during on campus Drive or Virtual Drive.
3. Responsible for one to one discussion with the students to understand them and counsel them to deliver their best for the selection in the Drive.
4. Responsible for Conducting a Proper Session with the management students for making them understand the reality for Human Resource and Financial Sector Companies, so that they can understand the current Scenario of market demands.
5. A proper data record is to be maintained by me for the students who are unplaced from our end.
6. Responsible for conducting the Summer Internship drive for Management Students according to their Specialization and make them ready for final selection.
7. Responsible for Inviting the companies to conduct the campus drive for B.Ed, B.Sc (CS & Maths) and B.Pharma students.
8. Responsible for maintaining the record of Attendance for each drive during any campus for Further Clarification with the students.
9. Maintain and update the Status Sheet on daily basis for better communication with the reporting Manager.

Name: Mr.T.J.Stalin

Designation: Sr Manager-Training & Placements

1. Responsible for B.Tech (Core Branches) Hiring Process therefore, we strategize and try to achieve successful career outcomes for the graduating students through a robust campus recruitment process.
2. Trying very hard to achieve my individual targets assigned for the annual recruitment process, summer internships and live projects. Also Support other team members wherever required.
3. Trying to convert new accounts through structured market outreach.
4. Managing and supporting student career services, including career counselling, and helping in the preparation of students for facing interviews.
5. Networking well in the corporate HR community, senior professionals in HR and functional leaders, and trying to close the deals.
6. Student counselling sessions in house for graduation outcomes.
7. Corporate Engagement activities like Guest Lectures, Conclaves, and Workshops etc.
8. Achieving Placement and Internship targets.

Name: Mr.Pramit Chatterjee

Designation: Training & Placement Executive

1. Coordinate planning of training activities between training faculties and departments.

2. Maintain a record of training related data in accordance with NBA/NAAC guidelines (Course content, Trainer profiles, schedules etc.)
3. Maintain a record of training attendance.
4. Provide feedback data of students.
5. Analyse overall training effectiveness and provide solutions to overcome challenges.
6. Arrange boarding and lodging, stationary and venue facilities for the training activities.
7. Provide daily reports to the concerned department for the duration of training.
8. Provide a summary report at the end of a training cycle.
9. Manage all training related bills and inventory.

Name: Ms.Ashi Gupta

Designation: Graphic Designer

1. Designing creatives & videos for the social media pages- Campus Placement Drives and selection short videos/ Occasional festive creatives/ Newspaper Ads/ College Events etc.
2. Right from designing T&P creatives to providing audience engaging Captions for social media posts.
3. Graphics for both Printing and electronic media. (Sun board /Flex /Brochure / Posters /Letterhead /Certificates /Logo)
4. Designing Official Website Homepage carousel Banners.
5. Take design concepts and briefs from multiple Branches and fulfil all design requirements.
6. Revise the designs after feedback and meet deadlines.
7. Research about graphic design trends and implement same in my work.
8. To ensure a consistent pulse of activity on social media through interesting and interactive content creation.
9. Contributing to team's effort by fulfilling any design requirement for the department.
10. Presently an active part of Utkarsh'23 Printing & Publicity team.

Name: Mr.Jitendra Kumar

Designation: Computer Operator

1. To maintain the data in excel sheet of students.
2. To print the offer letter of the students who are placed.
3. To make the notice of the placed students company wise.
4. To make the data according to the company criteria of the students.
5. To make and verify the Leave statement of every team Member related to attendance.
6. To maintain and update the Placement summary on daily basis.
7. To maintain the files related to NBA & NAAC related work.
8. To Sign the No dues Form after checking the training receipt of the Current and pass-outs students.
9. To maintain and update the results of every company college wise in the placement sheet.
10. All the backend work related to excel and internal co-ordination