

CIRCULAR 15-19 APPOINTMENT OF DEAN AND PLACEMENT OFFICER DATED 14/12/19

In order to ensure student centric echo system in the college it is suggested by the regulatory authorities to appoint Dean – student welfare and placement officer.

In tune with the same following appointment is announced for the period of 1/1/20 to 30/5/22.

1. DEAN – student welfare : Poonam Mishra

Objective and role: to facilitate appropriate leaning environment and handling non academic logistics related to current students including; facilitating mentoring system, transcripts, feedback, grievance redressal, sponsorships, counseling, competitions, exam forms, re-evaluation etc

2. Placement officer: Poonam Mishra

Objective and role: to facilitate appropriate career / higher education / employment for rlling out batch and alumni including maintaining records of available job register, correspondence with prospective employers, grooming students for the job market, holding campus recruitment event – AAYAM, mapping jobs, keeping track of alumni in terms of career growth, feedback of employers etc

Poonam Mishra is requested to carry out the work related to the above mentioned areas in tune with the program coordinators, mentors and class CRs.

All are requested to support her in the mission and do our best so that we are indeed good at what we are supposed to be good at – creating human resource towards special education.

PRINCIPAL