Ref. No. MU/RO/2018/316

Date: 24/10/2018

ORDER

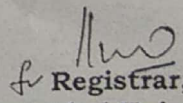## Placement and Training Cell, Malwanchal University

There will be a Placement and Training cell of the Malwanchal University. This cell will be the part of the Academic Section.

The functions and roles of this cell will be as under:

1. Organising pre-placement training/ workshops/seminars for the eligible students.
2. Personality Development of the students.
3. Interpersonal and communication skills.
4. Inviting various organisations for campus recruitment.
5. Coordinating with the companies to learn about their requirements and recruitment procedure.
6. Gathering information about job fairs and all relevant recruitment advertisements.
7. Organising Industry- Academia conclave for understanding the talent needs of the industry.

The Placement officer will also keep the track of every passed out student for his placement after he/she leaves the campus. This cell will maintain a register Institution wise and year wise of the passed out students regarding placement as per following proforma:

ON CAMPUS		Number of Students Placed	OFF CAMPUS
Number of Organizations Visited	Number of Students Placed		Number of Students Placed

(Approved by Vice Chancellor)

for Registrar,
Malwanchal University,
Indore (M.P.)

Copy to-
1. Chancellor
2. Pro Chancellor
3. Director (P & A)
4. All HOIs
5. COE / D. COE
6. Dean Students Welfare
7. All Asst. Registrars
8. Dr. M.S. Chandel, Asst. Registrar (Academics)
9. All Wardons
10. All Notice Boards