



Govt. Polytechnic College

Hatbura, Ganderbal Kashmir J&K. Pin 191131.

Email: Govtpolyganderbal@gmail.com.

Website: www.govtpolytechnicganderbal.org.



ORDER No: 69 of 2018

Dated : 31-12-2018

Subject: Establishment of Training and Placement Cell.

The following officers/officials are hereby appointed for establishment of Training and Placement cell in Govt. Polytechnic College Ganderbal.

S.No	Name with Designation
1	Mrs.SafiraNaheed,H.O.D.
2	Mrs.Baiza Rafiqi,Foreman Engg.
3	Mr.Aaqib Farooq,Demonstrator Civil Engg.
4	Mr.Wajahat,Workshop Instructor.

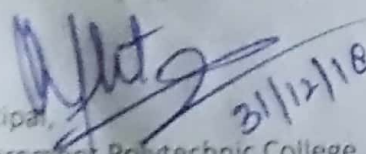
The main objectives and motives of this cell should be:

Training and Placement Cell is meant for guiding students for choosing right career and to give knowledge, skill, and aptitude and meet the manpower requirements of the Industries. The industries are always on the lookout for students who are vibrant, energetic individuals and ready to accept challenges, attentive, a good academic background, fast learners, open to learning even at work and more importantly, good communication skills. Some of the basic objectives of this cell are:

S.No	Objectives
1	Guiding Students for Training and Placements.
2	Arranging mock Interviews.
3	Conducting Aptitude tests.
4	Communicating with Alumni for available openings.
5	Communicating with industries for trainings & campus interviews.
6	Personality Development of Students.
7	Improvising Communication Skills & Vocabulary of students.
8	Resume Preparation & Email Writing.
9	Group Discussion.
10	Enhancing Interview Skills.
11	Aptitude Training & Practice Tests.
12	Coordinating with various Internship Providing Companies.
13	Maintaining Training and Placement Database of students.

No: GPCG/Estt/2018/507-08

Dated: 31-12-2018


Principal,
Government Polytechnic College,
Ganderbal Kashmir.

Copy to the:

1. Director, J&K Technical Education.
2. All the concerned for information and necessary action.
3. Office order File.