



Govt. Polytechnic College

Ganderbal, Kashmir

email: gpolycgbl@rediffmail.com



Order No: 23 of 2021

Dated: 5-7-2021

Sub:- 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. Safira Naheed, H.O.D
2.	Mtr. Baiza Rafiqi, Foreman Engg.
3.	Mr. Javaid, Ahmad Khan, Demonstrator
4.	Mtr. Sobiya, Demonstrator
5.	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 skill. 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/2021/150

Dated: 5-7-2021


Principal,

Government Polytechnic College
Ganderbal Kashmir.

Copy to the:-

1. Director J & K Technical Education.
2. All concerned for information and necessary action.
3. Order Book.