Date: 22.08.2024

Training and Placement Cell (T&P)

Faculty Coordinators

S. No	Name	Department	Designation
1.	**Mrs. Pavithra R**	**T & P**	**Training and Placement Officer**
2.	Mr. Prakash K	T & P	Training Coordinator
3.	Mrs. Arulmozhi M	AI & DS	AI & DS Department Placement Coordinator
4.	Mr. Amarnath M A	CSE	CSE Placement Department Coordinator
5.	Mrs. Rajeswari S	IT	IT Placement Department Coordinator
6.	Ms. Usha Nandhini S	ECE	ECE Placement Department Coordinator
7.	Mr. Thomas Praveen Joseph S	EEE	EEE Placement Department Coordinator
8.	Mr. Jermia Arockia Pravin P	AERO	AERO Placement Department Coordinator
9.	Ms. Vaishyaa J	Civil	Civil Placement Department Coordinator
10.	Dr. Sivalingam S	MECH	MECH Placement Department Coordinator
11.	Ms. Elakkiya M	MBA	MBA Placement Department Coordinator
12.	Mr. Saurabh Gosh	Trainer	Technical Skill Trainer
13.	Mr. Anil	Trainer	Technical Skill Trainer
14.	Mr. Krishna Koppula	Trainer	Technical Skill Trainer
15.	Ms. Diksha Sonawane	Trainer	Technical Skill Trainer
16.	Mr. Gerald A	Trainer	Communication Trainer
17.	Mr. Alfred Ramesh	Trainer	Communication Trainer
18.	Ms. Subasri T	T & P	Technical Coordinator

Student Coordinators

S. No	Name	Department	Designation
1.	Mr. Monish Kumar P.B Ms. Gayathri	AI-DS	AI & DS Department Placement Student Coordinators
2.	Mr. Arunachalam V S Mrs. Mahalakshmi M	CSE	CSE Placement Department Coordinator
3.	Mr. Krithick Raj Ms. Mehga	CSE-CS	CSE-CS Placement Department Coordinator
4.	Mr. Navas Khan S Ms. Priya Darshini B Mr. Dhivagar Ms. Janani Ms. Kowshika Mr. Sri Aakash	IT	IT Placement Department Coordinator
5.	Mr. Yogesh B Ms. Poornima K Ms. Harini Mr. Henry Jones Ms. Kanishka	ECE	ECE Department Placement Coordinator
6.	Mr. Prince David V Ms. Kasthuri A Ms. Monisha Mr. Praveen Mr. Sanjeev Ms. Ramya	EEE	EEE Placement Department Coordinator
7.	Mr. Ajmeer R Mr. Vikram R Mr. Vishal Mr. Vishnu	AERO	AERO Placement Department Coordinator
8.	Mr. Sanjay Kannan M Ms. Beula Hepsiba Ms. SivaSakthi	CIVIL	CIVIL Placement Department Coordinator
9.	Mr. Balaguru K Mr. Ananth Raja P Mr. Vasanth Mr. Balaji Mr. Aswin Dev Mr. Janarthanan	MECH	MECH Placement Department Coordinator
10.	Ms. Pavithra K V Mr. Vasanth T Ms. JayaSree Mr. AjithKumar	MBA	MBA Placement Department Coordinator

Roles and Responsibilities

Training and Placement Cell

- To correspond to prospective companies for interview date and schedule events.
- To arrange for interview facilities at the campus and written test halls.
- To receive the personnel and provide necessary inputs about the college and to co- ordinate with placement faculty and Student coordinators for smooth functioning at various locations (interview halls, Labs for online test, written test halls, canteen etc).
- To collect the offer letters or correspond to get them as soon as the interview is over.
- To distribute offer letters and collect acceptance letters from the students and dispatch to employees.
- Provide required training [Soft skills & Technical] to the students based on the needs of the company through external trainers or through the internal resource members.

Training and Placement Officer

- Identifying the training needs of students from first year to final years.
- Identify and arrange for internal/external resource persons according to the need.
- Arrange for industrial canvass by appropriate students with the help of placement coordinators/HOD.
- Organize periodical tests for aptitude/mock GDs/mock interviews for students with the help of Placement coordinators.
- Arrange for Industrial visits and In-plant training in consultation with HODs and obtain brief report with proof for the industrial visit/in-plant training.
- Organizing and conducting On/Off campus interviews and maintaining records for the placement of students.

Principal

PRINCIPAL
J.J. COLLEGE OF ENGG. & TECH.
TIRUCHIRAPPALLI-620 009.

Copy to:

1) The Vice Chairman for kind information
2) All Deans & Heads
3) TPO & All members Concern
4) IQAC
5) File