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No. NITRR/TPO/227/2017

Date : 08/11/2017

To,

The TEQIP Coordinator
National Institute of Technology
Raipur (C.G.)

Subject:- Report on TPO awareness programme for VEC Lakhanpur.

Sir,

1. As per the action plan for activities under 'Twinning Agreement' between NIT Raipur and VEC Lakhanpur under TEQIP-III, a one day awareness programme was organised for TPO, T&P faculty coordinators, and Student Placement Coordinators of VEC Lakhanpur on 6th November 2017 at NIT Raipur.
2. The Prof. in-Charge, T&P, VEC Lakhanpur along with a T&P Faculty Coordinator and 9 student placement coordinators attended the programme. The details of the programmes is placed at enclosure for your kind perusal.
3. The following points were discussed at length during the programme so as to make it meet its objective:-
 - (a) TPO – Need, Scope and Functions.
 - (b) TPO, NIT Raipur organisation structure and campus placement process.
 - (c) Infrastructure for campus placement process.
 - (d) Key factors and important steps for campus placement process.
 - (e) Challenges in campus placement process.
 - (f) Career opportunities – campus and beyond.
 - (g) Expectation from the students for successful campus placement.
 - (h) Frequently asked questions (FAQs).
4. In addition to the above, various forms and format i.e. format of invitation mail, Job Announcement Form, Internship Response Form, Details of companies (recruiters), TPO website contents, campus feedback form, various website for students to get online study material, participate in competition and mock test for self-assessment were shared with the VEC T&P team.
5. A presentation by TPO, VEC Lakhanpur was also presented where present status of VEC Lakhanpur and their expectations from NIT Raipur was discussed.
6. On completion of the programme, feedback was taken from the VEC Lakhanpur team. The same is placed at enclosure for your kind perusal.


Head – Training & Placement
NIT Raipur

Enclosure:- As above.

One Day Awareness Program for TPO, Faculty Members and Student Placement Coordinators of VEC Lakhanpur at NIT Raipur on 6th November 2017

S. No.	Time	Event / Activity	Remarks
1.	10:25 am	Arrival of VEC faculty members and student placement coordinators in TPO hall, NIT Raipur	
2.	10:30 – 10:45	Inaugural session	TEQIP Coordinator, NIT Raipur and Head, T&P, NIT Raipur
3.	10:45 – 11:30	Orientation talk / presentation covering the need, scope, and role T&P Office	By Head, T&P, NIT Raipur
4.	11:30 – 12:00	Tea / refreshment / Walk round of TPO facilities	Placement Coordinators, NITRR
5.	12:00 – 12:30	Presentation by VEC Lakhanpur on their present TPO status, vision and expectation from NIT Raipur.	By TPO, VEC Lakhanpur
6.	12:30 – 01:30	Presentation on TPO structure, activities, placement procedures, role of faculty members and student placement coordinators at NIT Raipur	Head T&P, NITRR and Placement Coordinators, NITRR
7.	01:30 – 02:30	Working Lunch	TPO hall / Panel room.
8.	02:30 – 03:30	Presentation on activities of placement coordinators - dealing with the companies/HRs, preparing the students (batchmates) for placement and coordinating placement process	Placement Coordinators, NITRR
9.	03:30 – 04:00	Formulating / shaping placement brochure TPO website for VEC Lakhanpur	Placement Coordinators, NITRR and TPO and Coordinators VEC
10.	04:00 – 04:20	Tea	TPO hall
11.	04:20 – 05:00	Drafting and formulating invitation mail / JAF. Sharing list of companies / recruiters.	Placement Coordinators, NITRR and TPO and Coordinators VEC
12.	05:00 – 05:30 pm	Q&A session and departure.	TEQIP Coordinator, Head, T&P NITRR, faculties of VEC and coordinators.