



# SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(Un-Aided, Hindi Linguistic Minority Institution)

(Permanently Affiliated to University of Mumbai)  
(NAAC Accredited)

Ref. No.: \_\_\_\_\_

Date: \_\_\_\_\_

## Training & Placement Committee

Sr. No.	Faculty Name	Designation
1	Mrs. Ritu Singh	Chairperson
2	Dr. Sheeba E.	Member
4	Mrs. Padmaja Nair	Member
5	Ms. Malvika Nambiar	Member
6	Mrs. Rajeshwari Bhandari	Member

### Objective:

To help the Training and Placement office in conducting and coordinating campus placement process as well as training programs in the college.

### Responsibilities:

- 1) Supervision in the labs during the aptitude test conducted by the recruiting companies.
- 2) Maintain discipline and decorum in the Assembly Hall where students are assembled during placement.
- 3) Assist in setting up labs along with the Lab Assistants during on-line tests.
- 4) Updating TPO data on the college website from time to time.
- 5) Coordinate for quizzes and competitions organized by different companies.
- 6) Conduct pre – aptitude tests to ensure maximum students are benefitted.
- 7) Conduct workshops and Seminars for making the students ready the placements.