

**BIRLA INSTITUTE OF TECHNOLOGY
MESRA : RANCHI**

Ref. No. GOEstb/PAC/20-21/ 143

Date: 06.04.2021

OFFICE ORDER

PLACEMENT ADVISORY COMMITTEE

A standing Placement Advisory Committee is hereby constituted as under:

1. Dean of Alumni & International Relations (DAIR)	Chairperson
2. Dean of Student Affairs (DoSA)	Member
3. Dean of Post-Graduate Studies (DPGS)	Member
4. Dean of Under-Graduate Studies (DUGS)	Member
5. Dean of Research, Innovation Entrepreneurship (DRIE)	Member
6. Registrar (or his nominee from Registry Cadre)	Member
7. Prof. In-charge, Career Development Cell	Member
8. Faculty i/c T & P of all Off-Campuses	Member(s)
9. Assistant TPO	Member Secretary

Scope of the Committee

The committee shall monitor the placement activities and recommend measures to improve the placement of the Institute during different placement cycles. Such recommendations may be made based on comprehensive examination of the Placement-Statistics of students of BIT, Mesra and all Off-Campuses. Further, this committee shall formulate and time to time update the Placement Norms based on various Macro-Economic developments in the Industry. It shall look after hiring of agencies imparting soft-skill trainings, data analytics, Artificial Intelligence training, training for competitive exams like GATE/CAT/MAT/TOEFEL/GRE and others.

The Committee shall ensure innovative up-dation of Placement web-page on the Institute website.

Any other relevant matters referred by the Vice Chancellor, for consideration, from time to time.

Tenure: Till further orders.

Meetings and Quorum: The Committee shall meet as often as may be necessary but at least once in three months. The attendance of at least seven members shall constitute the quorum for the meeting.

Role of Member Secretary:

- Scheduling and administration of meeting, record-keeping, and governance requirements
- Making sure meetings are regularly organized and minutes recorded efficiently
- Thorough communication and correspondence with all stakeholders
- Minutes/Recommendations of the Committee shall be duly approved by the Competent Authority.

This is issued with the approval of the Competent Authority, and it supersedes all previous Orders on the subject.


Registrar

To,
The Chairman
All Members

Copy to:

- All Dean(s) / Assoc. Dean(s) / Director (IQAC) / CoE / CoA
- All HoD(s) / In-Charge(s), Academic Departments / Sections
- Director(s) / In-Charge(s), BIT Off Campuses
- Director, University Polytechnic / BIT-STEP
- Dy. Comptroller / Dy. Finance Officer
- Dy. Registrar(s) / AO (E&HR) / Assistant Registrar(s)
- PS to VC
- File