



BHARATI VIDYAPEETH'S COLLEGE OF ENGINEERING
(Approved by AICTE, New Delhi & Affiliated to Guru Gobind Singh Indraprastha
University, Delhi)

(An ISO 9001:2015 Certified Institution)
A-4, Paschim Vihar, Main Rohtak Road, New Delhi – 110 063

Ref. No.: BVCOE/T&P/01/AY 2023-2024

Date: 15.02.2024

Training & Placement Department

Pre-placement Coordinators Duties:

- (i) To coordinate all Pre-placement activities.
- (ii) To coordinate for student coordinator in the selection process for respective departments.
- (iii) To motivate students to actively participate in all pre-placement activities initiated by the T&P department.
- (iv) To ensure timely availability as per duties assigned during pre-placement activity, till the time it is over.
- (v) To inform in advance in case of non-availability for any reason and to provide a substitute in coordination with the Head of Department's approval.
- (vi) To maintain the discipline of students during pre-placement talks/GD/interview etc.
- (vii) To provide attendance and feedback of the organized session for the students during pre-placement activities.
- (viii) To submit data related to all the placement/ pre placement activities organized at department level.

Dr. Preeti Nagrath

Dr. Pidugu Trisandhya

Prof. Dharmender Saini

(Director: Training & Placement)

(Pre-Placement Activity Co-Ordinator)

(Principal)

CC: HOD's to all Departments

1. CSE 1, CSE 2
2. IT 1, IT 2
3. ECE 1, ECE 2, ECE 3
4. EEE
5. ICE

6. Website incharge