



GOVERNMENT POLYTECHNIC, MADHUBANI

At – ARARIA SANGRAM, JHANJHARPUR (BIHAR)

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Dated ... 19/01/2026

DUTIES AND RESPONSIBILITIES OF TRAINING & PLACEMENT OFFICER (TPO) & TRAINING AND PLACEMENT CELL

❖ Key Role & Responsibilities of Training & Placement Officer (TPO) –

1. Establish liaison and maintain regular communication with reputed companies and industries for organizing On-Campus and Pool Campus Placement Drives, including scheduling and coordination.
2. Initiate, execute, and maintain MoUs (Memorandums of Understanding) with industries and corporate organizations for training, internships, industrial exposure, and placement support.
3. Design, circulate, and manage Google Forms for systematic collection, verification, and timely submission of students' data to recruiting companies.
4. Prepare and publish placement-related posters, notices, and official communications.
Plan, coordinate, and conduct Pre-Placement Tests (Aptitude, Technical, and Online/Written Assessments) as part of the recruitment process.
5. Organize and conduct Pre-Placement Activities, including:
 - a) Mock Interviews
 - b) Group Discussions (GD)
 - c) Pre-Placement Talks (PPTs)
 - d) Seminars and orientation programs
6. Organize Soft Skill Development Programs to enhance students' employability skills, such as communication skills, personality development, interview etiquette, teamwork, and professional ethics.
7. Plan, schedule, and organize Industrial Visit Programs for Final-Year Students to provide practical exposure, industry interaction, and real-world understanding of industrial processes and work culture.
8. Prepare and issue press releases for every placement drive, highlighting student achievements, placement statistics, and institutional milestones.
9. Organize Job Offer Letter Distribution Ceremonies after successful placements, in the presence of reputed officers, industry representatives, and institutional authorities.
10. Collect, analyze, and maintain feedback after each placement drive, track students' joining status, and maintain comprehensive placement records and performance data.
11. Ensure overall coordination, monitoring, and continuous improvement of all placement-related and industry-oriented initiatives of the institute.

Training & Placement Cell –

| Authorities | Key Role & Responsibilities |
|--|--|
| Assistant TPO | Coordination & Supervision of TEST |
| All HoDs (Branch Coordinator) | <ul style="list-style-type: none"> Mandatory participation in monthly meetings organized by the TPO Cell. Informing, guiding, and motivating students to participate in all placement-related activities. Ensuring maximum student involvement and preparedness for placements. |
| Note – <ul style="list-style-type: none"> Guest Faculty members of the CSE Department shall provide technical support during online tests and interviews, particularly in the event of any technical issues during placement and pre-placement activities. Guest Faculty members of Science & Humanities shall provide administrative support for online tests, offline tests, and interviews conducted during placement and pre-placement activities. All NaTs shall be actively involved in Training and Placement – related activities as required. Student coordinators (Pre-Final and Final Year) from different branches will be inducted into the Training & Placement Cell in due course. | |

The TPO Cell aims to work collaboratively with all departments to enhance student employability, industry exposure, and placement outcomes. Your valuable cooperation in this regard is highly appreciated.

Copy to:

1. All HoDs – for necessary action
2. All Faculty/Staff – for compliance
3. Notice Board / Institute Website

K. Shambhavi
19/01/2026

Kumari Shambhavi
Training & Placement Officer
G. P. Madhubani

Principal
19/01/2026
Principal
Govt. Polytechnic
G. P. Madhubani