

**JOB RESPONSIBILITIES OF PLACEMENT/ASSISTANT PLACEMENT OFFICER**

- Enrich the interface with plastic and allied industries.
- Focus on student placement through on campus, off campus or web based interviews.
- Maintain the data bank of potential job providers, update and make concerted efforts to enhance the base of job providers.
- Maintain and monitor students data base viz. profile, special achievement, placement etc.
- Track students in placement in plastics and allied industries for a minimum period of 03 years.
- In line with ISO 9001-2008 QMS norms, feedback from elite customer should be obtained at periodic intervals.
- Should organize entrepreneurship development programmes and soft skill development programmes for the students.
- Organize guest lectures on personality development to enhance the employability of students.
- Ensure excellent rapport with CIPET alumni.
- Arrange mock interviews, career guidance programmes and special lectures relevant to industrial ambience.