



# SANT HIRDARAM GIRLS COLLEGE

(Approved by Govt. of M.P. & NCTE, New Delhi, Recognized by UGC under 2(f) of UGC Act 1956 and  
Affiliated to Barkatullah University, Bhopal)

(Run by - Shaheed Hemu Kalani Educational Society)

Sant Hirdaram Nagar, Bhopal

Ph.-2640174, 2640178, 2640631, 2640632, Fax- 2640632

Web Site : [www.shgc.in](http://www.shgc.in)

E-mail : [santhirdaramgirlscollege@yahoo.com](mailto:santhirdaramgirlscollege@yahoo.com)

**Dr. Shashi Rai**

Director (Academics & Planning)

Shaheed Hemu Kalani Educational Society,  
Sant Hirdaram Nagar, Bhopal.

E-1/180, Arera Colony,

Bhopal - 462 016.

Ph No: 0755-2463611, 9329295522 (M)

E-mail: [drshashirai@yahoo.co.in](mailto:drshashirai@yahoo.co.in)

No: SHGC/OO/ /2012/

Date: 21/12/2012

## Office Order

In order to provide information to the students on various job options available in the market and to facilitate their placement, a dedicated Training and Placement Cell is being constituted. The composition of the cell shall be as follows :

- |                           |  |
|---------------------------|--|
| 1. Principal (Ex-Officio) |  |
| Dr. Upasana Sharma        | - Patron   |
| 2. Ms. Meenu Tahiliyani   | - Coordinator                                      |
| 3. Ms. Darshan Suberwal   | - Member   |
| 4. Ms. Poornima Tiwari    | - Member   |
| 5. Ms. Rana Shahwal       | - Member   |
| 6. Ms. Gunjan Shukla      | - Member   |
| 7. Ms. Ruchi Mudliar      | - Member (to join on 1 <sup>st</sup> January,2013) |

The Training & Placement Cell will have following mandate for execution.

- To make the Training and Placement Cell a vibrant visible unit of the college by contacts and publicity through various modes like social networking sites, website of the college and other available resources.
- To assess the need of the Training & Placement amongst students.
- To categorize students on the basis of their placement needs and permissible options.
- To train students to prepare their resume.
- To enhance employability of students by providing specialized, need based training.
- To identify trainers/training agencies
- To develop appropriate training modules.
- To develop network of contacts with Placement agencies and recruiters and to develop such directory for use in future.

- To constantly update Directory of Recruiters.
- To keep track of all the job opportunities published through print/electronic mode and to circulate appropriate job advertisements for the benefit of students.
- To organize campus interviews for eligible students on a continuous basis.
- To maintain placement records of Alumnae & current students.
- To advice Management on various critical issues of placement.
- Training & Placement Cell will report to Director (A&P) through Principal.
- Director, SHGC will be consulted, informed and invited for all meetings of Training & Placement Cell . His guidance and suggestions will be recorded for incorporation in future plans.
- The Cell will also constitute an organized Alumnae Association with registration of our old students to seek their help in placement.
- The cell will develop live contacts with teachers and students and also with other functional committees and units of the college such as the Guardian Tutor Scheme Alumnae Association and Student Union.
- The Cell will draw an Action Plan with specific time limits to be followed at each stage.
- Meetings of the Training & Placement Cell will be held every week in the beginning and every fortnight later on to review the progress and to resolve difficulties, if any.

This order shall come in force with immediate effect.

Dr. Shashi Rai

Copy to,

1. Chairman, Shaheed Hemu Kalani Educational Society
2. Director, Sant Hirdaram Girls College
3. Principal, Sant Hirdaram Girls College, Bhopal
4. Ms. Darshan Suberwal
5. Ms. Rana Shahwal
6. Ms. Meenu Tahilliyani
7. Ms. Poornima Tiwari
8. Ms. Gunjan Shukla
9. Ms. Ruchi Mudaliar
10. Office File

Dr. Shashi Rai