

Office of the Director
HALDIA INSTITUTE OF TECHNOLOGY
(An Institution of ICARE)
Administrative Department

No. HIT/(OR)/ 263 /2021

Dated : 21-09-2021

OFFICE ORDER

As approved and directed by the competent authority, the “**CAREER GUIDANCE CELL**” of this Institute is hereby reconstituted with immediate effect, consisting of the following members in order to guide the students for competitive exams and higher studies for their prospective careers, to orient the students towards their goal through lectures, awareness programs on higher studies, competitive exams and employment opportunities in private and public sector organizations :-

Career Guidance Cell

Principal / Director	-	Chairman
All Heads of the Departments	-	Member(s)
Mr. Susmit Maity,	-	Member
<i>General Manager-Training & Placement-</i>		
Ms. Shrabanti Pramanik	-	Member
<i>Manager-Training & Placement</i>		
Dr. Jyoti Doley, Asst. Professor (English)-		Member
Dr. Meenakshi Dey, Asst. Professor (English)		Member
Dr. Saumya Bera, Asst. Professor (English)-		Member
Ms. Gouri Das, Asst. Professor (English)-		Member
Mr. Biman Mondal, Asst. Professor (English)		Member
Ms. Nirmala Kaur, Asst. Professor(English)-		Member
Mrs. Saheli Chakraborty [Bhattacharjee]-		Convener
<i>Manager-Training & Placement</i>		


The Cell would provide training / guidance to the students to meet their future career / challenges, and also to provide its services for the students in areas of Campus Interviews, Job Placements and training programmes for our students that enable them to develop applicable skills in the competitive job market. The Cell would also organize various Workshops/ Seminars on Personality Development, Interpersonal Relationship, Communication Skills, Interview Skills and Presentation Skills to enable the all-round development of individuals.

The concerned Cell would perform its day to day activities in association with Training & Placement Cell of the Institute. The Convener of the Committee is required to submit a report of compliance to the Registrar / Principal/ Director to that effect from time to time.
All concerned are to note and act accordingly.

Sd/- Director
Haldia Institute of Technology

Copy forwarded for information & necessary action to :

- 1) The Hon'ble Chairman – for his kind information, please
- 2) The Vice Chairman
- 3) The Secretary
- 4) The Registrar
- 5) All Deans _____
- 6) All HODs/TICs _____
- 7) The Controller of Examinations
- 8) The Finance Manager
- 9) The General Manager – Training & Placement
- 10) The Associate Professor (AEIE) & The Incharge, IIPC/EDC
- 11) The Convener, Career Guidance Cell & All members _____
- 12) The Manager-Administration
- 13) The PS to Principal
- 14) The PS to Director
- 15) Office file


Director
Haldia Institute of Technology