



Bhoj Reddy Engineering College for Women

(Sponsored by Sangam Laxmibai Vidyapeet, Approved by AICTE and Affiliated to JNTUH)
Accredited by NAAC with a A Grade

Vinaynagar, IS Sadan Crossroads, Saidabad, Hyderabad – 500 059, Telangana. www.brecw.ac.in



Dr. G.Shyama Chandra Prasad
Principal

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16 February 2026

Training and Placement & College Industry Institution Partnership Cell Academic Year 2025-26

Placement Committee			
S. No	Members of the Committee	Department	Designation
1	Mr. P. Srinivas Reddy Head Training and Placements Officer	TPC	Head TPO
2	Mr. T. Santosh Associate Professor	IT	Coordinator
3	Ms. M. Vineela Associate Professor	CSE	Co- Coordinator
4	Ms. J Stella Mary Associate Professor	ECE	Member
5	Ms. J. Ashwini Kumari Assistant Professor	EEE	Member
6	Mr. P. Ganesh Kumar Assistant Professor	IT	Member
7	Mr. Mohd. Basit Mohiuddin Assistant Professor	CSM	Member
8	Mr. B. Sai Chand Department Assistant	TPC	Member Assistant

Duties of the Committee

Mr. P. Srinivas Reddy, Head Training and Placements Officer: - The Training & Placement Officer (TPO) is the key authority responsible for planning, executing, and monitoring all placement and training activities of the institute to ensure maximum career opportunities for students. To lead, manage, and strengthen the institute's training and placement ecosystem by building industry linkages, enhancing student employability, and ensuring successful campus recruitment outcomes.

Mr. T. Santosh, Coordinators and Ms. Vineela, Co-Coordinator: - They will play a key leadership role in supporting the Training & Placement Officer (TPO) and ensuring the smooth execution of all placement-related activities in the institute. They assist the TPO in planning the annual Training and Placement Calendar, coordinate with overall placement activities across departments and ensure timely execution of training programs, placement drives and events.

Members of the Committee: - Each member has to maintain the record of respective department placement activities, events etc...and document them according to the event or activity scheduled. The committee will also organize training programs in coordination with TPO to improve students on personality development, communication, teambuilding, and workplace ethics, Department coordinators will maintain the record of outgoing final year

student's database along with their addresses, telephone numbers and employment records for future reference. They are also responsible for department alumini coordination's and maintain a student relationship for outgoing alumini batches. The members in the committee should also maintain the records of their higher studies, score cards of different competitive exams and certificates of merit of the students. This data copy should be handed over to the TPO office and also should maintain a second copy of the documents in the TPC cell.

Member Assistant: - The Member assistant role is coordinate with other departments in mobilizing the infrastructure and logistic support required for the execution of the placement activities and events. Member assistant is responsible to maintain the attendance records of the students for the events, maintain photographs and all other related documents of the complete placement activities and events. Member Assistant is also responsible for the updates regrading the student and placement activities on the website and other social media platforms. He is also responsible for student data management and documentation and communication and dissemination. He prepares the end reporting and documentation of all the activities of the placement cell.

Functions of the committee.

- Planning & Coordination
- Student Preparation & Training
- Recruitment Drive Support
- Data Management & Reporting
- Industry Interaction & Outreach
- Student Support & Communication

Note: - Whenever TPC Program or event is conducted in the campus, the coordinator, co-coordinators, members and tpc assistant should complete monitor the activities arranged by TPO.

Schedule of the Committee Meetings: - The Committee should meet every First Tuesday of every month at 15:30 hrs onwards.

- 1) Agenda is to be prepared ahead of the meeting and sent to Principal office and all members.
- 2) Attendance to be obtained from every member of the committee in the committee register.
- 3) Minutes of the Meeting to be noted, documented, and circulated to all the members, HOD's, HOF's and Principal.
- 4) Maintain the documented minutes and pasted to the committee register.
- 5) At the end of the semester report should be submitted to the principal.

PRINCIPAL
Bhoj Reddy Engineering College for Women
Vinaynagar, Santoshnagar Cross Roads,
Hyderabad-500 059, Telangana

Principal.

Copy to: All HOD's, HOF's, Head of A&E Section and concerned members for information and circulation.

