

दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय
DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY
(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)
Integrated Institute of Technology Complex
Sector 9, Dwarka, New Delhi - 110077

F.No.12(147)/H.R./DSEU/23/397

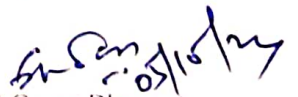
Date: 10/10/23

ORDER

In continuation of Order No.2(122)/DSEU/Admin/2021/857 dated 26.09.2023, the following guidelines are hereby circulated regarding roles and functions of the TPOs of the Delhi Skill & Entrepreneurship University:

1. All the DSEU campuses are divided into zones and one (01) TPO is allocated for each zone as Zone Coordinator.
2. Zonal TPO Coordinator should be given a dedicated, suitable and well-equipped seating space in the assigned campus along with facilities to host company guests.
3. TPO shall be relieved from all additional responsibilities with immediate effect and no new responsibility shall be given to the TPO without the approval of the competent authority.
4. TPO shall be eligible to get compensatory off if he/she is organizing any training and placement activity on weekends or public holidays.
5. Campus Directors shall constitute a campus placement team (CPT) at their respective campuses with one faculty in-charge (T&P) and a link officer along with other members. CPT will ensure the following: -
 - To arrange logistics, infrastructure and refreshment for the placement drive.
 - To prepare and provide the data of students as and when required by the central/zonal TPO coordinator in shared data format.
 - Faculty in-charge of the placement team will be the one point of contact for all the training and placement activity at the campus.
 - Information of all the training and placement activities to be shared by the faculty in-charge of campus to the zonal TPO coordinator on regular basis and as and when required by the competent authority.
 - Campus Placement team along with the Zonal and Central TPO coordinator will work in close coordination to invite maximum companies for the campus placement drive.
 - Campus Placement Team (CPT) will ensure space, stationery, equipment and required support for all the training and placement activities.
 - Pre-Placement activities like interview preparation, resume making etc. should be conducted regularly at the campuses.
 - Campus Placement Team should identify and allocate suitable space in the campus for training and placement activities.
 - Student campus placement team to be formed with representatives from all the programs in the campus, a final year student should be made in-charge along with a 2nd year student as deputy in-charge and first year students as members.


This issues with the approval of the Competent Authority, DSEU


(Prof. Gagan Dhawan)
Registrar

Date: 10/10/23

F.No.12(147)/H.R./DSEU/23/397
Copy to:

1. Jt. Director (Partnerships)
2. Jt. Director (Academics)
3. All Campus Directors, DSEU
4. DR (Admin/HR)
5. AR(IT) to upload on website
6. Guard File.


(Bindu Nair)
Dy Registrar