



No.19022026-P1(Internship)

Office order

Date: 19.02.2026

It is hereby informed to all concerned that **Smt.Tapatikana Mondal**, Associate Professor, **Dept. of EE**, will work as **the Departmental training & placement coordinator** with effect from 20.02.2026 in addition to her academic load.

Responsibilities:

1. To issue internship/training-related recommendation letters to the students
2. To keep a record of the students visiting industries for the training/internship program.
3. To keep a record of the students placed in various organizations.
4. To collect a soft copy of the training/internship/job offer certificates.
5. To guide the departmental student coordinator engaged in the Institution training & placement cell.


Principal

Copy to:

1. All Heads/Section In-Charge
2. All concerned