



**CMR INSTITUTE OF TECHNOLOGY
(UGC AUTONOMOUS)**



(Approved by AICTE, Affiliated to JNTUH, Accredited by NBA and NAAC with A+ Grade)

Kandlakoya (V), Medchal Road, Hyderabad – 501 401

Date: 30.10.2025

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of Training, Placement and Career Guidance for the **A.Y. 2025-2026**.

Committee: TRAINING, PLACEMENT AND CAREER GUIDANCE COMMITTEE			
S. No.	Name and Designation	Department	Role
1	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2	Dr. Vinit Kumar Gunjan, Dean A & P	CSE	Member
3	Dr. K. Niranjan Reddy, Assoc. Prof. & HOD	ECE	Member
4	Dr. K. Pradeep Reddy, Assoc. Prof. & HOD	CSE	Member
5	Dr. P. Srinivas, Assoc. Prof. & HOD	CSE (AI&ML)	Member
6	Dr. A. Nirmal Kumar, Assoc. Prof. & HOD	CSE(DS)	Member
7	Dr. M. Radha Krishna Reddy, Prof. & HOD	H&S	Member
8	Mr. Umamaheswararao Gobbilla, Assoc. Prof.	MBA	Member
9	Mr. N. Venkata Shiva Reddy, Asst. Prof.	CSE	Member
10	Mr. B. Shravan Kumar, Asst. Prof.	CSE	Member
11	Ms. K. Rampriya, Asst. Prof.	CSE(AI&ML)	Member
12	Mr. B. Pradeep, Asst. Prof.	CSE(AI&ML)	Member
13	Mrs. P. Divya, Asst. Prof.	CSE(DS)	Member
14	Mrs. M. Priyadharshini, Asst. Prof.	CSE(DS)	Member
15	Mr. B. Ravi Kumar, Asst. Prof.	ECE	Member
16	Mr. L. Suneel, Asst. Prof.	ECE	Member
17	Dr. P. Praveen, Asst. Prof.	H&S	Member
18	Mrs. Nutan Sigh, Asst. Prof.	MBA	Member
19	Dr. Md. Ahamed Ali, Assoc. Prof. & Dean T&P and Alumni liaison Coordinator	CSE	Member Secretary

Duties and Responsibilities of the Training, Placement and Career Guidance Committee:

(i) Training

1. To create an awareness among the students about the requirements of various recruiting organizations.
2. To create awareness and train the students in communication skills.
3. To establish a “**Centre for Career Guidance and Counseling**” and to organize professional counseling by experts in career opportunities.

(ii) Placement

1. To maintain the data base of various companies / prospective recruiters and recruiting agencies and correspond with them.
2. To coordinate with the HOD's, Exam branch, and the Principal to procure a list of the eligible students for jobs, projects, further studies and desirous of becoming entrepreneurs and guide them in the respective areas.
3. To organize regular mock interviews and group discussions in association with the language faculty.
4. To intimate the students about the placement campaign in various major cities in the country.
5. To correspond with various prospective employers with respect to Project Works, Seminars, Industry Visits and Job recruitment
6. To gather the information about further studies of various universities and display the same for higher studies.

7. To procure and organize all the brochures, question papers and other information related to advanced courses such as GRE / TOEFL / GMAT / GATE etc in coordination with library committee.
8. Prepare a monthly, quarterly, half yearly and annual report of trainings given, workshops organized, seminars conducted, guest faculty invited to campus, companies visiting the campus, list of students selected, alumni contacted and number of leads generated in the month, and finally submit a copy to the Principal, and maintain a record of the same for AICTE/ NBA Accreditation/ JNTU etc.

(iii) Alumni

1. To educate the present outgoing batch of students about the alumni association and its relevance for the betterment of the students after their graduation.
2. To coordinate the filling up of the alumni proforma by the outgoing students.
3. To maintain an alumni database and conduct an alumni get together at least once in a year.
4. To send greetings or letters of appreciation to the alumni.

(iv) Career Guidance

1. To provide systematic guidance to students in identifying their career interests, strengths, and suitable career paths (higher studies, employment, entrepreneurship, research, etc.).
2. To organize career awareness programs, expert talks, and guidance sessions by industry professionals, academicians, civil servants, entrepreneurs, and career counsellors.
3. To guide students regarding higher education opportunities in India and abroad, including M.Tech, MBA, MS, Ph.D., and other specialized programs.
4. To provide counselling and guidance regarding competitive examinations such as GATE, GRE, TOEFL, IELTS, CAT, GMAT, UPSC, and other government and private sector examinations.


PRINCIPAL
Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

Copy submitted to Secretary

Copy to:

1. All HOD's
2. All Concerned
3. Notice Board
4. Office File