



Translational Research and Professional Leadership Centre

Government Engineering College, Bartonhill, Trivandrum-35

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GECB/TPLC/2018/3

16/10/2018

NOTICE

Applications are invited from M.Tech holders on short term contract basis as batch co-ordinators for maximum of 3 months at TPLC with respect to Aakulam project as part of ASAP project of GEC Bartonhill. Experience in handling teams, internships preferred. Last date of application: 22/10/2018

The details of the work expected as Batch co-ordinator

To assist with the completion of a major project which includes project management, time management, **problem solving**, ability to communicate effectively — to translate ideas and convey information, whether it's with your supervisor, or students, giving oral presentations. **As part of a team**, you have to understand your own strengths and weaknesses so you know how you can best contribute, as well as be aware of how you can bring out the best in others, ability to analyze and evaluate a situation or issue and form a judgment. The tendency to think critically can be demonstrated by a willingness to ask questions in order to understand an issue from all possible angles, and to pose creative solutions to challenges.

- Letter Drafting
- Brochure preparation
- Publicity works via mail, post etc
- Class schedule
- Arranging faculty
- Monitoring of sessions
- Supervision during surveying
- Purchase
- Making travel arrangements and accommodation
- Photography
- Accounting the expenses
- Certificate preparation
- Photocopying
- Filing, spread sheet work
- Drafting reports and presentation



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16.10.18
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