

# TRAINING and PLACEMENT CELL

## POLICY DOCUMENT



**BGSCET Vision** Creating Competent IT Professionals With Core Values For The Real World.

### **BGSCET Mission**

- Providing Students with a Sound Knowledge in IT Fundamentals.
- Exposing Students to Emerging Frontiers in various domains of IT enabling Continuous Learning.
- Promoting Excellence in Teaching, Training, Research and Consultancy.
- Developing Entrepreneurial acumen to venture into Innovative areas of IT.
- Imparting value based Professional Education with a sense of Social Responsibility.



## **INDEX**

<b>Sl no.</b>	<b>Content</b>	<b>Page No.</b>
1	Introduction	3
	1.1 Vision	3
	1.2 Mission	3
2	Objectives	3-4
3	Various Facilities at Training and Placement Cell	4
4	Mechanism (Placement Drive Flow Diagram)	5
5	Policy and General Guideline for the students	6
	5.1. Do and Don'ts	6-7
6	Pre-Placement Programs	7
7	Special Activities	7
8	Role and Responsibilities Training and Placement Cell	8
9	Other Responsibilities	8
10	Procedures	
	10.1 On Campus Placement Drive Procedure	9
	10.2 Pool Campus Placement Drive Procedure	10
11	Eligibility Criteria for Placement Assistance	10-11
12	Directive Principles, Rules and Regulations	11-15
13	Student Placement Cell.	15-16
14	Placement Committee Members	17



## TRAINING, PLACEMENT & CAREER GUIDANCE CELL

### 1. Introduction:

- ❖ Training and Placement Cell is an integral part of the institute established on 1st June 2022 - 2023.
- ❖ Our institute has provided good infrastructure and other facilities for effective functioning of the T&P Cell.
- ❖ The Training and Placement Cell functions under the supervision of a full time placements officer.
- ❖ T&P Cell operates all around the year to arrange campus interviews by the companies.
- ❖ The Training and Placement Cell of our college functions with the main objective of **shaping the engineering students to be readily deployable into industry.**
- ❖ Placement Officer plays a crucial role in counseling and guiding the students for their successful placements.

#### 1.1. Vision:

To enhance creative strength in technical and analytical professionals to achieve empowerment of society.

#### 1.2. Mission:

To inculcate technical and professional competencies along with determination, imagination, hope, faith and passion for the profession.

### 2. Objectives:

- ❖ The Placement Cell endeavors to become a link between the job seekers [i.e. students] and job providers [i.e. companies/corporate] by building up their capacity and networking with Industries.
- ❖ The main objective of our placement cell is to make our students entrepreneurs before finishing their course.
- ❖ Building a strong network among the corporate & institute for placements.
- ❖ Become the preferred choice of Employers with reference to Campus Recruitments.



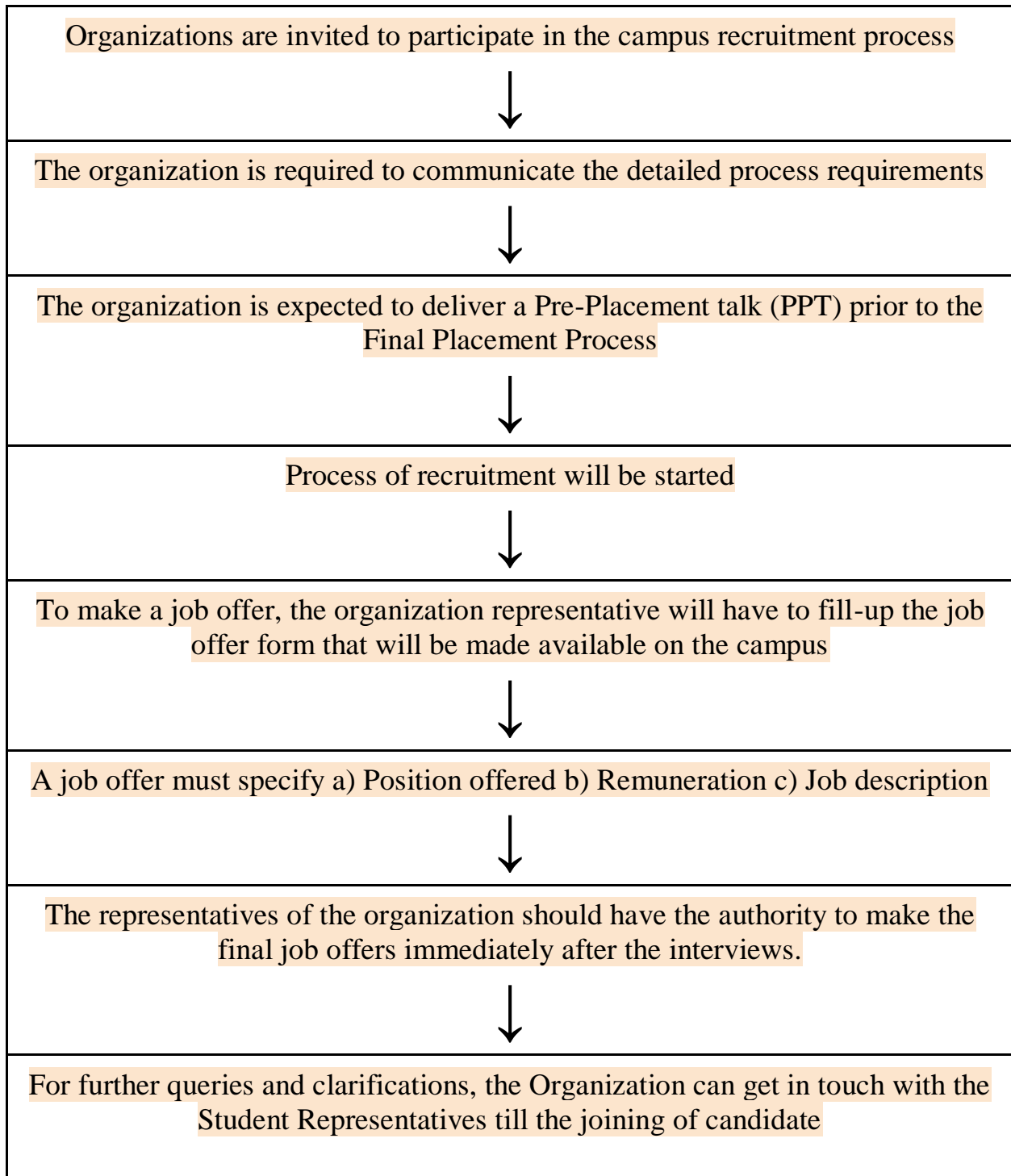
- ❖ We are providing company specific training in technical and aptitude.
- ❖ Provide equal employment opportunities for all the students.
- ❖ To ensure sustainable employment for all our students.
- ❖ Deserving candidates can have the opportunity to start their career with their preferred company.
- ❖ Our whole team works according to the defined processes to achieve the common objective.

### **3. Various Facilities at Training and Placement Cell**

- ❖ Provision of an expert counseling team to guide our students on a career point of view.
- ❖ Provision of T&P staff coordinators to coordinate the placement activities.
- ❖ Expert aptitude trainer available.
- ❖ Expert soft skill and communication skill trainer.
- ❖ Highly talented expert to conduct mock interviews, Group Discussion and other Personality Development activities.
- ❖ T&P students coordinators to coordinate the activities.
- ❖ IIC (Industry Institute Interaction Cell) for arranging industrial visit, in plant training and expert talk by renowned industrialist.
- ❖ Well-furnished hall to conduct the Group Discussion.
- ❖ On-line and off-line Moodle software to conduct mock tests.
- ❖ Spacious conference hall to conduct the expert talk, soft skill workshop, personality development practical's and campus drive activities.
- ❖ Organizing Technical events by Training and Placement cell.
- ❖ Expert interview panels to conduct one to one interview.
- ❖ In-house technical trainer to train on technical skills like Java, Dot Net, PHP, Software Testing, Oracle, SAP etc.
- ❖ Expert team to emphasize more on Soft Skills



#### 4. Mechanism (Placement Drive Flow Diagram)



#### 5. Policy and General Guideline for the students



1. Student's eligibility will be finalized at company's discretion.
2. Students should register their names in the placement office after verifying their primary eligibility conditions with their department placement coordinator. They should provide Xerox copies of all their marks statements while registration.
3. Bio-data of the students should be provided to the department placement coordinator for every company visiting the campus.
4. Once a student is selected and intimated his/her name will be removed from the placement rolls and he/she is not eligible to appear for further campus interview.
5. The students should take every effort to maintain the decorum and the image of the college with the visiting representatives of the organization.
6. The Principal/Placement officer, for any reasons, receives adverse comments on the behavior and conduct of the students from the interviewers, such students will be subject to disciplinary action, as necessary and deemed fit.
7. It is the responsibility of the students to see the notices and other information from the notice board of the placement cell at regular intervals.
8. The students must make their own arrangements such as transport, food etc. for attending the Interviews.

## **5.1. Do and Don'ts**

### **DO**

- Dress well to make a good first impression
- Know the exact time and location of your interview
- Arrive 10-15 minutes prior to the start time
- Greet the interviewer with a firm handshake and maintain eye contact
- Address the interviewer by their title (unless otherwise instructed)
- Sit still and upright in your seat throughout the interview
- Prepare questions to ask the interviewer
- Ask when you should expect to hear from the company next
- Thank the interviewer for their time
- Follow-up the interview with a thank-you letter

### **DON'T**



- Turn up late for the interview
- Give the impression you are only interested in the job for the moment
- Act as if you're desperate for a job
- Chew gum
- Use of mobile phone
- Leave your cell phone on during the interview
- Slouch in your chair
- Ask about salary or benefits - this comes after the job offer
- Ramble on – just back up each answer with relevant examples

## 6. Pre-Placement Programs

The Training & Placement Cell exists at AGPIT conducts Training and Placement activities throughout the year. The Training & Placement Cell works closely with all the other Departments of the College in order to monitor student's growth in all respects.

### Pre-Placement Activities

- Aptitude Test Skills - Mathematical, Quantitative.
- Verbal ability, Analytical, Logical Reasoning.
- Comprehension and Data Interpretation.
- Personality Development (Manners & Etiquettes).
- Inter personal skills.
- Interview Skills with mock interview.
- Corporate Life Skills.
- Group Discussion Skills with mock GD.
- Company specific training (Branch-wise).
- Campus placements for all branches.

## 7. Special Activities

### Entrepreneurship Program-National Entrepreneurship Network

- EDP Cell Formation & Development.
- Faculty Developments Programmes and Activities.
- Entrepreneur Talks.
- Entrepreneurship Seminar/Workshops.



## **8. Role and Responsibilities Training and Placement Cell**

- Arrange off-campus and campus recruitment process.
- Separate cell has been established with one full time faculty.
- Corporate recruitments data update.
- Keep interacting with corporate people.
- Providing Guide-line to students to approach companies.
- Survey on recruiters' expectations from students.
- Feedback from employers of past batches.
- Alumni networking (Conducting Alumni meet at every year).
- Organizing training sessions on soft skill development.
- Conducting Technical Workshop for all our students.
- To invite prospective companies/ organizations to campus for recruitment.
- To register students for the jobs with prescribed qualifications.
- To arrange for various facilities required on the date of interview.
- To collect appointment letters and distribute them to selected students.
- To provide in-plant training at companies/ organizations.
- To achieve maximum possible placements for students.
- To guide students on various interview techniques, group discussions, aptitude tests.

## **9. Other Responsibilities**

- Arrangement of Personality Development Workshops
- Training students in aptitude tests, interview techniques, group discussions
- Notification regarding various competitive examinations
- Organizing industrial visits
- Guiding students who desire to pursue Higher Education





## 10. Procedures

### 10.1. On Campus Placement Drive Procedure

- Organizations are invited to participate in the campus recruitment process .
- The organization is required to communicate the detailed process requirements (number of selection rounds, panels, and process specific requirements) prior to the Placement process.
- The organization is expected to deliver a Pre-Placement talk (PPT) prior to the Final Placement Process. This would provide an opportunity for both students and the organization to know each other better and clarify the doubts.
- Process of recruitment will be started with Aptitude Test, Group Discussion, Technical Interview and followed by Personal interview will be arranged, this process followed as per the company procedure.
- To make a job offer, the organization representative will have to fill-up the job offer form that will be made available on the campus. An offer is considered valid only when this form, duly filled in by the representative, is handed over to the Placement Chairperson of the Institute.
- The organization is requested not to communicate the offer to the candidate directly. A job offer must specify:
  - a) Position offered
  - b) Remuneration
  - c) Job description
- The representatives of the organization should have the authority to make the final job offers immediately after the interviews.
- The Institute shall host the representatives of the participating organizations and provide all necessary assistance to make their stay comfortable.
- The Placement Committee will be glad to arrange for the stay of the representatives. The Guest House facility will be extended as required.
- For further queries and clarifications, the Organization can get in touch with the Student Representatives or T.P.O.



## 10.2. Pool Campus Placement Drive Procedure

- Contact other colleges by sending an invitation/emails, asking for off/pool campus drive.
- Contact with companies by sending an invitation/emails, asking for on or off campus drive.
- Sending data or resume to surrounding colleges and companies.
- Once the screening is done, shorting students are informed about the off campus drive through mails, WhatsApp, Messages and Notices.
- The Placement Officer will make awareness about the drive and if necessary company specific training will be allowed.
- Training Placement Officers and T&P Coordinators will help students in attending off campus drives.
- Training Placement Officers and T&P Coordinators will attend the off campus to encourage the students and at the same time to follow up the attendance.
- After the drive, the Placement Officer will submit feedback about the off campus drive to the principal.
- After the selection of candidates, the placement officer will take about the further process till joining.
- Further queries and clarifications about organization and the joining of the candidate will be taken care of by T.P.O.

## 11. Eligibility Criteria for Placement Assistance

1. Eligibility criteria will be as per the norms of the company providing placement opportunity. 2.

Prerequisite for placement:-

a. Campus Recruitment Training (CRT) Completion with minimum 90% attendance. Exemption to CRT will be granted to only those students who opt for 4-8 weeks industrial training in an industry of repute with prior permission of Director Training with a written application forwarded through the TOP of respective colleges well in advance.

b. Academic Attendance of 75% on the date of campus placement drive is mandatory for every student in the final year to appear in the campus placement drive of any company.



3. Students must update their record in T&P dept after declaration of result (backlogs only). Regular semester results will be updated by T&P. This is very important because it is possible that the companies may reject the candidature of a student in case of incomplete data.

## **12. Directive Principles, Rules and Regulations**

1. Placement Cell will strive hard to provide placement opportunities to all its eligible, not-eligible and interested students of Final Year.

2. In order to achieve its placement objectives, the Training Cell shall organize various training programmes, Guest lectures, seminars, workshops, internship and other allied activities in addition to other similar academic/ non-academic activities for ensuring employability of its students.

3. The Placement cell shall also strive hard to invite various reputed Companies/ Organizations for recruitment/ placement of its students in the field of their specializations.

4. It will be the endeavor of each student to cooperate with the Placement cell and to appear for opportunities offered for their Placement.

5. Any student having a job –offer in hand will not be allowed to appear for any further placement opportunities unless and until all the eligible and interested students get one job-offer each in their hand. However students will be given chances of upgrading their placements offers if the subsequent company/organization has been conferred with a “Dream Status” .

- a. The Institute may offer a “Dream Status” to any reputed company/organisation which has a very strong brand equity &/or is offering a very high salary package.
- b. “Dream Status” /“Core Company Status” will be granted to a particular company by the Director Placements MGI on the recommendations of TPO of the respective colleges.

6. Once a student is enrolled with T & P Cell & if he/she fails to appear in any of the campus (inhouse/pooled/any other) drive of any company without submitting a written application with



justified reason and document's will not be eligible to appear for the next 3 consecutive campus placement drive. Habitual absenteeism will not be entertained (Even if it includes the DREAM).

7. It will be mandatory for all the students registered with T&P to appear for all the campus placement drive termed as "Mandatory" by the Dept. Of Training and Placement irrespective of the type of company. The "Mandatory" status to any particular company will be provided by the Director Placements MGI. Any student skipping any "Mandatory" status campus recruitment drive without a justified reason and advance information will be detained from any further campus placement drive.

8. Once all eligible students secure one job-offer each, the students would be allowed to appear for all the further Companies visiting for placement (inclusive of all types of campuses).

9. If a selected student in any company through the campus placement drive fails to join the company without any justified reason he/she will not get clearance from the T&P Dept.

10. A notice of Placement Process once fixed will be communicated through E-mail or SMS to all the eligible students for that particular campus placement drive. It is important that all students must regularly check their e-mail & SMS for getting information on Placement related activities. It will be students' own responsibility to get updated on placement related processes and activities. (In case of any query student can visit to T & P office) Every student who enrolls with T & P Office and who has opted for "Campus Placement" in the registration form will be eligible (as per companies eligibility criteria) for all the Companies offering Placement.

11. No preference related to Place of work will be entertained..

12. Students who do not enroll with the T & P Office, shall not be allowed to take part in the placement process under any circumstances later.

13. The students must think well before enrolling with T&P and then act accordingly i.e. enrolling with T & P is an act of expressing your desire and confirmation to join the organization on its terms and conditions, if selected. In order to maintain the institute's commitment to the



organization, students will have to join the company from which they have received the offer letter. They will not be allowed to reject an offer at a later stage as per the policy already specified and decided by the authority. It should be noted that students represent their personal commitment and the institute's commitment by such positive action.

14. Adherence to time must be taken into strict consideration.

15. Dress code is STRICTLY FORMALS. Those who don't follow the dress code will not be considered for placements.

16. Individual details and Academics details must be updated on regular intervals by students to Training & Placement coordinators.

17. Students are not authorized to communicate with the companies in any individual capacity when the company visits our college for placement. Any corporate interaction by any student at any stage before and after selection must be carried out in consultation with Director Placements MGI & TPO.

18. If a student appears in a written test and does not appear himself/ herself in front of the interview panel without seeking prior permission from Director Placements MGI /TPO, he or she will not be permitted for any future drives and will be detained for future placements.

19. If a student s gets selected in any particular company and gets a joining date after one year of their passing year then in that case college authorities are not responsible for their joining preponement. Also in any case if any company withdraws its offer letter/letter of intent at any stage before joining any selected students the T&P department and college or any authority will not be responsible for it.

20. Students should refrain from using recommendations for getting placed in a company/corporate. Strict action will be taken against such students.



21. While attending campus interviews, every student must carry the following: a) College Identity Card b) 5 Nos. passport size color photographs c) 2 copies of the updated and signed resume d) Original Mark-sheets from SSC Onwards in Folder e) 2 set of photocopies of all relevant mark-sheets, certificates (self attested) f) Identity Proof - Xerox of PAN Card or Passport or Driving License (self attested) g) Pens (Black & Blue)/Pencils/Stapler/Gum etc.

22. Students are expected to get enough information about the company, job profile and other details about the visiting company before appearing for any recruitment drive. It is compulsory for students to visit the website of the visiting company before the campus placement drive.

23. Students who are not eligible or are already selected by a company will attend their regular classes. Attendance Record of each drive is shared by T&P Dept. to all respective departments on a regular basis.

24. Students should inform immediately about any change of Marks/Mobile No./Email ID to T&P Dept. After selection, the student will not change his Mobile No. & Email ID till he/she joins the company.

25. The department of T&P will also try hard to arrange campuses of No Criteria Companies for not eligible students. The not eligible students should see that they get placed in the first opportunity of such companies which they get.

26. The institute [Through the Director Placements MGI] reserves its right to allow/ disallow any student from taking part in the placement process without assigning any reason thereto.

27. Decision of the Institute would be final and binding on all .Request/grievances/issues will be referred to the Principal/Directors Placement/Director Training MGf forwarded through the TPO office.

28. Any suggestions/ modifications/ deletion/ grievances in respect of the above policies shall be considered, if found fit, on a case-to-case basis by the Director Placements and or Director Training



in consultation with the Principal forwarded through the TPO office in writing by the individual concerned student.

29. The Director Placements and or Director Training in consultation with the Principal reserves the right to take decisions on the cases which fall beyond the purview of above mentioned Policy, Rules and Regulation statements.

**30. Rules:- In case of Multiple companies on same day**

1. In a scenario where a student is sitting for multiple companies which visit the campus on the same day, the student can appear for any number of companies. But, he/she will have to accept the offer from the company which comes out first with its list and gives a final offer to him/her first.

2. The student will then be barred from appearing for any other company's placement processes and will be pulled out from their processes immediately, even if he/she is waiting to go in for an interview or GD.

3. The other companies will also be informed that the student is placed and he/she should not be considered further.

**13. Student Placement Cell.**

The Student Placement Cell shall comprise of Students Placement Coordinators to ensure and assist in placement activities of the Institute.

The Student Placement Coordinators will be appointed annually by TPO in consultation with the Director Placements MGI and will have equal representation from 3rd and final year from each department.

Student Members of the Placement Cell will be designated as Student Placement Coordinators [SPC]. SPC will be issued Certificate of participation/appreciation from the Department of T&P for their work



**Following would be the task of SPC:-**

- Creating a network and database of various corporate/ companies/ organizations who can be potential recruiters and project providers.
- Network and liaison with corporate/ companies/ organizations for exploring employment opportunities, projects [summer internship or short duration], survey / analysis project work etc.
- Coordinate with fellow-students to collect data [as and when required in specific formats, gather & share data and disseminate information pertaining to Placement Cell activities in campus, whether pooled or closed campus.
- Visit industries/ corporate houses/ companies/ organizations within Nagpur City as well as outstation to explore placement, project and other opportunities.
- Identify and explore possibilities and opportunities of tie-ups with organizations for mutual benefit.
- Ensure smooth functioning of the Placement Cell and allied activities any other business/ work assigned by Director Placements MGI/TPO from time to time in a time-bound manner.

**14. Placement Committee Members**

SL.No	Name of the Staff	Designation	Role / Responsibility	Contact Details
-------	-------------------	-------------	-----------------------	-----------------





1.	Dr Ravi Kumar G K	Principal	Chairperson	9964897207
2.	Dr Zoya Fathima	Associate Professor & HOD, Civil Engineering	Member Secretary	7019231593
3.	Mrs Asha S N	Assistant Professor, Electronics & Communication Engineering	Member	8660121214
4.	Dr Madhu Patil	Professor & HOD, Electronics & Communication Engineering	Member	9900180467
5.	Dr Manjula G	Associate Professor & HOD, Computer Science Engineering	Member	9845879797