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**A. G. PATIL INSTITUTE OF TECHNOLOGY SOLAPUR**

Approved by AICTE, New Delhi, Affiliated to Dr. Babasaheb Ambedkar Technological University, Recognized by Government of Maharashtra, DTE, Mumbai.

DTE CODE : EN 6308

NAAC Accredited



## Training and Placement Cell Policy Manual

### 1. Introduction

- ✦ Training and Placement Cell is an integral part of the institute established on 1<sup>st</sup> March 2011-12.
- ✦ 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.
- ✦ 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 crucial role in counseling and guiding the students for their successful placements.

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

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

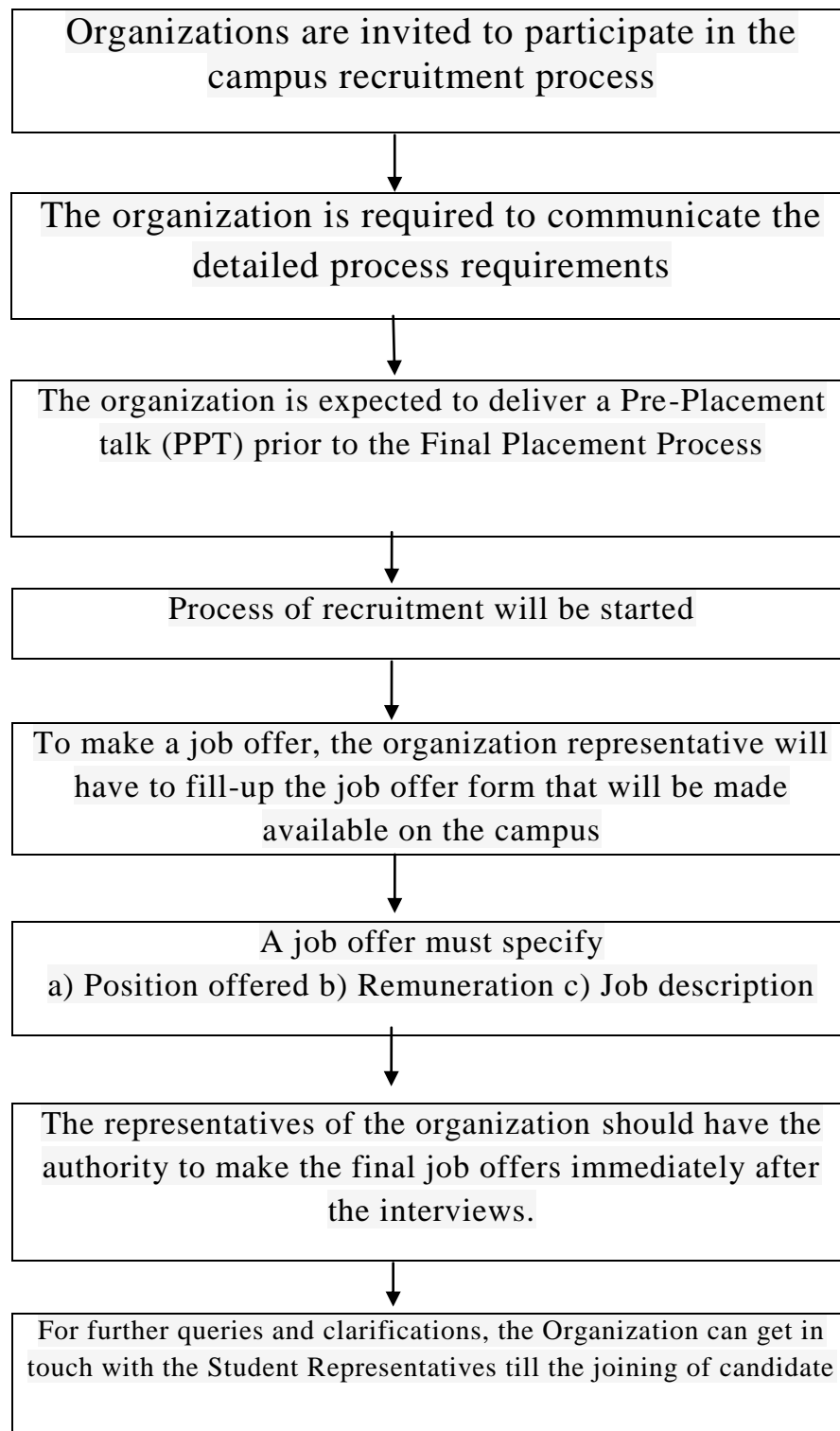
## 2. Objectives

- ✦ The main objective of our placement cell is to make our students as entrepreneur before finishing their course.
- ✦ To place maximum number of students in on campus placements.
- ✦ We support our students to attend pool campus (off campus) drives at other institute and also we keep updating with off campus invitations.
- ✦ We are providing on campus training which is necessary for students to get placed in multinational company.
- ✦ We are providing company specific training in technical and aptitude.
- ✦ Deserving candidates can have the opportunity to start their career with their preferred company.
- ✦ To maintain the quality standards of jobs offered.
- ✦ Our backend team will visit company for background verification before the recruitment.
- ✦ Our whole team work according to the defined processes to achieve the common objective.

### 2.1 Various Facilities at Training and Placement Cell

- ✦ Provision of expert counseling team to guide our students on 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 interview, 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 with AC.
- ✦ On-line and off-line Moodle software to conduct mock test.
- ✦ 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 Auto CAD etc.
- ✦ Expert team to emphasize more on Soft Skills

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



## 4. 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.

### 4.1 Do and Donts

#### **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

## **4.2 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-Placements Activities @ T&P Cell**

The **7 Stages of Soft Skill Training** module has been prepared by training & placement officer to groom the students as per company expectations & to develop their all-round personality. This training is imparted by professional trainers to **final year** students in which they are providing Aptitude Training, Soft Skills & Mock Interview exercises etc.

#### **The Details of Training Module are given below**

##### **Module- 1:**

Concept of Total Personality Development/Bridging Gaps between Company expectations & Academic Learning.

##### **Module- 2:**

Developing Verbal & Non-Verbal Communication/Developing Self Esteem & Confidence Building Skills and conducting speech competition to improve the communication level.

##### **Module- 3:**

Managerial & Leadership Skills/Developing Emotional intelligence & interpersonal Skills, conducting mock practice sessions on Body language.

##### **Module- 4:**

Development of Positive Attitude/Development of Meaningful Perceptions and Providing guide line on how to face telephonic interview (Tips on telephonic equitiquete)

##### **Module- 5:**

Value addition for self & the Organization, Conducting workshops on EDP (Entrepreneurship Development Program) to become good entrepreneur.

##### **Module- 6:**

Tips for conducting Group Interactive sessions Successful Counseling, Mentoring, Motivational & Moral boosting techniques for professionals and providing tips on how to crack an interview's.

**Module- 7:**

Mock/Simulated Exercises/Team Building Activities/Games/Group Discussion Activity/Mock Interview Practice/Mock practice in communication skill.

### **4.3 Special Pre-Placement Activities for all B.E., T.E. and S.E. Students**

#### **Pre-Placements Activities for all B.E. Students**

- + 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.

#### **Pre-Placements Activities for all T.E. Students**

- + Aptitude Test Skills - Mathematical, Quantitative.
- + Verbal ability, Analytical, Logical Reasoning.
- + Comprehension and Data Interpretation.
- + Inter personal skills.
- + Positive Attitude forming.
- + Resume writing, Group Discussion Skills.
- + Leadership Skills, Goal setting and achieving.
- + Presentation Skills, Problem Solving Skills.
- + Body Language Skills.

#### **Pre-Placements Activities for all S.E. Students**

- + Communication Skills - Reading, Writing,
- + Listening, speaking, Public speaking,
- + Personality Development,

- ✦ Manners, Etiquettes, Grooming, etc
- ✦ Positive Attitude forming,
- ✦ Team Working, Interpersonal Skills,
- ✦ Aptitude Test Skills - Quantitative,
- ✦ Verbal ability.

#### **4.4 Special Activities of T&P Cell**

- ✦ Centre for Excellence for Soft Skills Development in accordance with **Pehlajob Mumbai**.
- ✦ Organizing Industrial Visit to our students of all Branches.
- ✦ Conducting Technical Training for our all final year students.

#### **4.5 Entrepreneurship Program-National Entrepreneurship Network**

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

#### **4.6 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.

## **4.7 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

## **4.8 On Campus Placement Drive Procedure**

1. Organizations are invited to participate in the campus recruitment process and are requested to intimate their participation through the Placement Participation Form attached with this brochure.
2. The organization is required to communicate the detailed process requirements (number of selection rounds, panels, and process specific requirements) prior to the Placement process.
3. 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.
4. Process of recruitment will be starts with Aptitude Test, Group Discussion, Technical Interview and followed by Personal interview will be arranged, this process followed as per the company procedure.
5. 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.
6. 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
7. The representatives of the organization should have the authority to make the final job offers immediately after the interviews.
8. 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 at BCE. Guest House facility will be extended as required.
9. For further queries and clarifications, the Organization can get in touch with the Student Representatives or T.P.O.



## **4.8 Pool Campus Placement Drive Procedure**

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

**A.G.PATIL INSTITUTE OF TECHNOLOGY,SOLAPUR**  
**TRAINING & PLACEMENT CELL**

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