

About Training & Placement Cell

Training and placement cell is an integral part of our institute and has provided complete infrastructure for effective functioning of the employability trainings and placement activities. Training activities are organized throughout the year in an effort towards preparing the prospective students for the campus selection programmes. The cell plays a vital role in bringing the students and industrial community together for a mutually satisfying employment relationship. It plays a very important and key role in counseling and guiding the students of the college for their successful career placement, which is a crucial interface between the stages of completion of academic program of the students and their entry into the suitable employment. The cell is also actively involved in developing contemporary technical and soft skills among the students.

Goal:

Overall development of the TP Cell, as a single window nodal point for career counseling and higher learning of the students in relevant fields

Objectives:

- To hone the students' skills and guide them into technical professionals
- To upgrade the reasoning and aptitude abilities
- To motivate students towards higher studies and make them market ready.
- To secure maximum numbers of placements
- To set up the training infrastructure for conducting value added training programs and enhance the employability of students.

Roles and Responsibilities:

- To liaison between industry and the college
- To facilitate job opportunities for all eligible and interested students
- To suggest and implement corrective measures to non-eligible and interested students to make them employable
- To invite the different industries for campus recruitments from all corners of the world.
- To motivate and counsel the students about industry practices and improve their intelligent and emotional quotient
- To facilitate real time preparation for company selection process
- To plan and organize career talks and personality development programmes
- Guiding the students for Career counseling, Improvement in their presentation skills, Placements and Exposure to the industry representative by having closed group interactions.
- To study industrial technical/non-technical requirements by sending eligible persons and same to be adopted in the institute to boost placement records.

Training policy:

- Implemented regular based In-house employability skill training activities includes: coaching on shortcut methods for aptitude skills, group discussion skills, interview skills, writing skills, technical skills etc., based on the industries requirements. And the progress of the students will be intimated through SMS/E-mail to their respective parents.
- The students are motivated to utilize the TP Cell's compiled interview preparation materials and companies practice aptitude questions with key answers, which will be disseminated & distributed to them through their E-mails for homework preparation for the interview process.

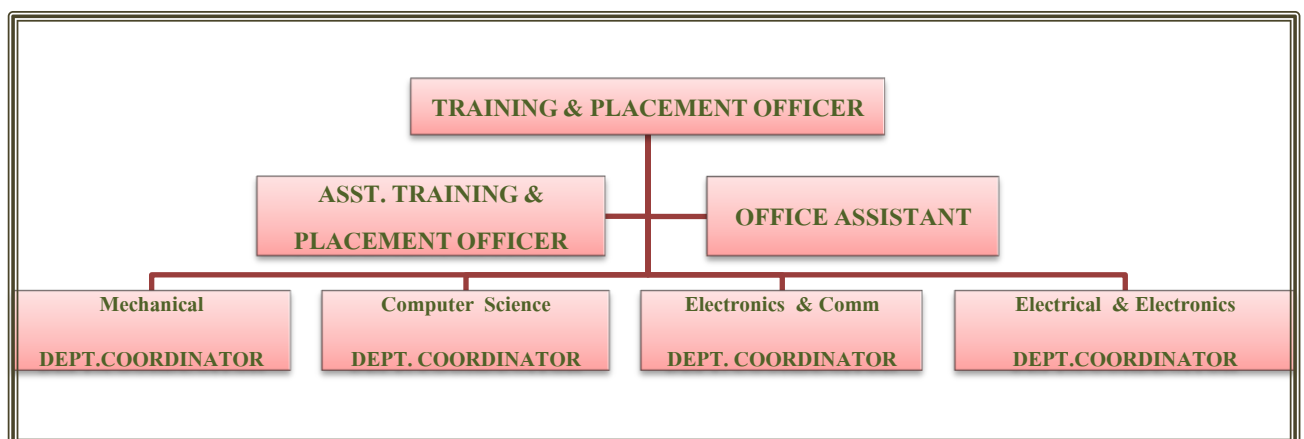
- For training activities, students' active participation & self involvement is compulsory and in case students are lacking certain points of training. Mend them to fulfill the requirement.
- Based on the performance of the student in the training activities and impact of the training programs on the students, the students are recommended to the on and off campus process or to the further make-up training in the weak areas.
- If necessary, placement assured/need based trainings will be conducted by the external resources. For these the total expenditure of the particular training will be divided to the participants of the respective training. The total infrastructure and facility will be provided by the Institute
- For irregular & poor performance students counseling will be conducted for further improvements.
- Students are motivated for self learning of the companies details (Govt./Public/Private etc.) through the internet. And also motivated to prepare for competitive examinations like GATE, CAT, MAT, UPSC, IAS etc.

Placement policy:

- Student has to provide the detailed, required and correct academic, co-curricular & personal information (Resume) to the TP Cell in prescribed format through the departmental coordinator and same has to be update as and when changes for effective communication
- Eligible students for interview process will be intimated through 'Notice/Circular/SMS/E-mail' and the students should act accordingly
- Absentees for the interview process will be seriously viewed and strict corrective action will be taken for forthcoming job opportunities

- TP Cell will not be responsible for any kind of financial commitments/agreements directly between students and companies in the interview process or outside.
- Students, once selected will not be allowed for further placement drives until and unless there is a significant difference in the annual salary package and job profile
- Student should intimate to the TP Cell regarding selection in the Off/Pool campus process by submitting the related documents
- Students should maintain the formal dress code and executive file contains the followings for the interview process :
 - i) Updated and tailor made resume.
 - ii) Institute ID proof.
 - iii) Passport size photographs.
 - iv) Photostat of marks cards & relevant documents duly attested.
- Students should maintain contact details which are submitted to the TP Cell for immediate communication of the information.
- After selection in the on/off campus student has to submit copy of the offer letter to the TP Cell office and update the same if any changes in the details of the job and contact.

Activity Coordination Structure:



Duties/ Functions of the Levels:

Training & Placement Officer/ Asst. Training & Placement Officer:

Assigning the duties to the subordinates for effective training and placement in consent with the head of the institution & management. Responsible for communication between head of the institute, management and cell. Preparing action of plans for trainings and placements and implement the same effectively by the support of the subordinates. Submitting the report of all the activities and developments to the head of the institute. Collecting the information from the industries i.e. human resource requirements etc with the help of Asst.TPO/Subordinates and Superintended of the cell and also responsible to build healthy relationship with the industries. Conducting monthly meeting to discuss the developments of the cell with all coordinators and with advisory committee.

Office Assistant:

Active involvement in all activities of the cell, by the direction of the TPO. Maintain the updated database of the Alumni and students. Doing of all Placement related works assigned by the TPO.

Departmental Coordinators:

Act as a communication-linkage between the Cell and the Department. Involvement in the TP Cell activities to develop the same in all respect. Active involvement in all activities of the cell by the direction of the TPO. Doing of all works assigned by the TPO.

TP CELL Management and Facilities

Management			
S.N.	Human Resource	Nature of work	Remarks
1.	Placement Officer	Responsible for all the activities of TP Cell.	Caliber Teaching faculty from the program run by the institute deputed with relaxation in teaching load.
2.	Asst. Training and Placement Officer	Assisting to Placement Officer.	-do-
3.	Office Assistant	Maintaining all official works & communication with outside world.	Fulltime appointment to TP Cell.
4.	Departmental Staff Coordinators	Act as a bridge between Department & TP Cell.	
Facilities			
S.N.	Particulars	Remarks	
1.	Well furnished Placement Officer Chamber.		
2.	Well furnished Office		
3.	Training Conference Hall with LCD Projector.	To manage Interview process.	
4.	Activity Room.	To manage Interview process.	
5.	Two Computer System & One Laptop connected with Internet & two Printers.	To manage Database of the Students & Companies.	
6.	Separate Landline, Mobile phone & Intercom.	To manage Communication with Companies.	