

Shetkari Shikshan Prasarak Mandal's

# Jaywant College of Engineering and Polytechnic

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



## JCEP Training & Placement Policy



Shetkari Shikshan Prasarak Mandal Rethare Bk's

## Jaywant College of Engineering and Polytechnic,

K.M.Gad, Tal.-Walwa Dist. Sangli Pin 415302

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### Training & Placement Policy

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## Training & Placement Policy

### 1. About Us

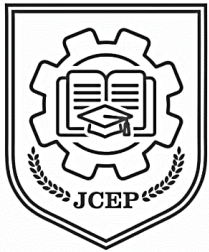
The **Training and Placement Cell (TPC)** is an integral part of the institution, dedicated to facilitating career opportunities for students through systematic training, industry collaborations, and placement support. It acts as a bridge between industry and academia, preparing students to meet global workforce demands with competence and confidence.

The **Training and Placement (T&P) Department** is one of the most critical units in any educational institution, particularly in engineering, management, and other professional colleges. It serves as a dedicated interface between the institution and the corporate world, with the central objective of **bridging the gap between academia and industry**. Its mission is to empower students with the skills, knowledge, and confidence needed to succeed in a competitive global job market.

The department operates with a dual focus: enhancing the **employability** of students through systematic training, and facilitating meaningful **career opportunities** by fostering strong industry connections.

### 2. Objective

- To facilitate training and placement for students in reputed organizations.
- To develop employability skills through various training programs.
- To establish partnerships with industries for internships, live projects, and job placements.
- To guide students in career planning and decision-making.
- Facilitate employment opportunities for students.
- Bridge the gap between academia and industry.
- Provide training for personality development, aptitude, technical, and soft skills.



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#### **3. Vision**

To empower every student with the skills, knowledge, and confidence required to excel in their professional careers by fostering strong industry connections, providing comprehensive training, and facilitating seamless placement opportunities that contribute to the overall development of individuals and society

#### **4. Mission**

The Training and Placement Cell (TPC) is dedicated to bridging the gap between academic learning and industry requirements by preparing students for successful careers. Our mission is to empower students with the necessary skills, knowledge, and exposure to secure meaningful employment opportunities and foster lifelong professional growth.

#### **5. Training and Placement Activities**

##### **➤ Training Activities**

1. Aptitude Training
2. Technical Skills Development
3. Soft Skills Training
4. Resume Building Workshops
5. Mock Interviews
6. Industry Interaction Programs
7. Certification Courses
8. Internship Training
9. Workshops and Bootcamps
10. Personality Development Programs

##### **➤ Placement Activities**

1. Campus Recruitment Drives
2. Pre-Placement Talks (PPTs)
3. Online Test Practice



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4. Alumni Interaction
5. Placement Portal Management
6. Job Fair Participation
7. Feedback Collection
8. Post-Placement Support
9. Tracking Placement Metrics
10. Networking with Companies

#### **6. Facilities for Recruiters and Students**

##### **➤ For Recruiters:**

1. Dedicated recruitment cell / liaison team
2. Pre-placement talk venues with AV support
3. Interview rooms and group discussion spaces
4. Video conferencing facilities
5. High-speed internet access
6. Accommodation and hospitality services
7. Transport arrangements (on request)
8. Access to student résumés and profiles
9. On-campus branding support
10. Assistance with scheduling and logistics

##### **➤ For Students:**

1. Career counseling and guidance
2. Resume-building workshops
3. Mock interviews and aptitude training
4. Access to job/internship portals
5. Pre-placement training programs
6. Soft skills and personality development sessions
7. Industry talks and guest lectures
8. Internship assistance



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9. Alumni networking opportunities
10. Placement helpdesk and support team

#### **7. On-Campus Placement Drive Mechanism**

1. Campus Drive Official Invitation to Company
2. Confirmation & JD from Company
3. Creatives of Campus Drive
4. Registrations of Eligible Students
5. Company Visit to Campus
6. Pre-Placement Talk
7. Aptitude Test
8. Group Discussion (GD)
9. Technical Round
10. Final Selection
11. Feedback

#### **8. Off/Pool Campus Placement Drive Mechanism**

##### **➤ Requirement Gathering**

- Identify eligible branches and batch year.
- Determine required skill sets from companies.

##### **➤ Company Invitation**

- Send invitations to companies with placement proposal.
- Share institute profile and student resume bank.

##### **➤ Company Confirmation**

- Receive confirmation from companies.
- Collect job description (JD), CTC details, and eligibility criteria.



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#### ➤ **Student Registration**

- Notify eligible students.
- Collect applications via registration form or portal.

#### ➤ **Pre-Placement Talk (PPT)**

- Organize online/offline sessions for company introduction.
- Clarify job roles, growth, and Q&A.

#### ➤ **Screening Process**

- Aptitude/Technical Test
- Group Discussion (if applicable)
- Technical Interview
- HR Interview

#### ➤ **Result Declaration**

- Offer Letter Distribution
- Post-Placement Follow-Up

## **9. Policies and General Guidelines for Students**

### ❖ **Notice and Communication**

- Students must regularly check the official college notice boards, website, or communication platforms for updates regarding academic schedules, placement drives, and college events.
- It is the student's responsibility to stay informed and act on relevant notices in a timely manner.

### ❖ **Application for Eligible Events and Placement Drives**



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- Students must apply only for events or placement drives for which they meet the eligibility criteria (as per academic performance, branch, year, etc.).
- Misrepresentation or unauthorized participation may result in disqualification or disciplinary action.

#### **❖ Attendance Requirements**

- A Minimum of 85% attendance is mandatory in each subject to be eligible for internal assessments and semester examinations.
- Absences due to illness must be supported by a valid medical certificate submitted within a stipulated time.

#### **❖ College ID Card**

#### **❖ Compulsory College Uniform**

#### **❖ Manners and Etiquette in the Campus**

#### **❖ Follow Campus Discipline**

#### **❖ Post-Placement Intimation**

- Once placed through campus recruitment, students must immediately inform the Training and Placement Cell.
- Failure to do so may affect placement data and may lead to disqualification from further drives.

## **9. Do's & Don'ts**

### **Do's:**

- Register for drives and submit updated resumes on time.
- Attend pre-placement talks and training sessions.



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- Dress formally and carry necessary documents.
- Maintain decorum during interviews and interactions.

#### **Don'ts:**

- Do not apply to companies without meeting eligibility criteria.
  - Do not skip scheduled interviews after registration without valid reasons.
  - Do not misrepresent any information or submit plagiarized content.
  - Do not engage in malpractice during tests or interviews.
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### **10. Roles and Responsibilities of Training & Placement Department**

- Coordinate with recruiters and schedule placement drives.
  - Communicate job opportunities to students timely.
  - Arrange logistics for campus placement drives.
  - Conduct training programs tailored to industry requirements.
  - Maintain placement records and prepare reports.
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### **11. Other Responsibilities of Training & Placement Cell**

- Develop and maintain alumni networks for mentoring and referrals.
  - Collaborate with departments to integrate employability skills into the curriculum.
  - Organize job fairs, industry conclaves, and career expos.
  - Collect feedback from employers to improve training methods.
  - Engage in continuous upskilling of the T&P team and student coordinators.
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### **12. Withdrawal Procedure**

- Students wishing to withdraw from the placement process must submit a formal application.
- The application must state a valid reason and be approved by the T&P Officer.



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- Post-withdrawal, students may be restricted from participating in further placement activities.
- In case of already accepted offers, withdrawal from the company process must be with mutual consent and notice to avoid reputational harm.

#### **13. Disciplinary Actions in Case of Violations**

- Verbal/written warnings
- Suspension from academic or co-curricular activities
- Cancellation of placement privileges
- Expulsion in extreme cases

#### **# Training and Placement Policy: -**

1. About Us
2. Objective
3. Vision
4. Mission
5. Training and Placement Activities
6. On Campus Placement Drive Mechanism
7. Off/Pool Campus Placement Drive Mechanism
8. Policies and General Guidelines for Students
9. Do's & Don'ts
10. Roles and responsibilities of Training & Placement Department
11. Other Responsibilities of Training & Placement Cell
12. Withdrawal Procedure

Prof. Dr. A. J. Gujar  
**Principal**



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**Institute Code: EN6313**