
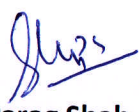



## Placement and Entrepreneurial Development Policy

Sr. No.	Particulars	Details
1	Brief Description	<p>The aim of Training and Placement Cell of the College is to place the student in competitively good companies or industries by identifying their knowledge skills, attitude matrices of every individual student, identifying the skill set required and organize pre-placement activities to make them employable. To formulate series of activities to meet the training programs for appropriate placement.</p> <p>The industry is always on the lookout for students who are vibrant, energetic individuals and ready to accept challenges, attentive, a good academic background, fast learners, open to learning even at work and more importantly, good communication skills. The role of the Institutes Placement cell is to first identify the students who are willing to seek a job and those who wish to go for Higher Education. The cell needs to communicate specific companies where the students can be absorbed as per the eligibility norms and the requirements from the corporate end.</p>
2	Scope	<p>This SOP covers a set of skill based training program, right from skill gap analysis to placement of candidates at final year level. Counseling, Aptitude Test and Admission. Induction. Skill training in various fields from various industry sectors. Life Skill training, Revision, feedback Industry visits Feedback for further improvement of the courses.</p>
3	Approved by	Principal / IQAC
4	Objective	<ul style="list-style-type: none"> <li>• To place the students according to their areas of interest in organizations/institutes.</li> <li>• To guide the students for the development of soft skills through pre-placement activities.</li> <li>• To bridge the gap between college and industries.</li> <li>• To increase awareness amongst current students about placement opportunities in industries and various skill-sets required.</li> <li>• To determine opportunities for Arts and Commerce UG students in Service and Banking Industries.</li> </ul>
5	Policy Statement	Placement cell should provide students activities to continue through their academic tenure till creating placement opportunities for them from corporate of high repute.
6	Procedure	<ul style="list-style-type: none"> <li>• A list of final year students who are interested in getting job after completion of their final year degrees, will be prepared for every stream and a record containing their details necessary from the corporate end will be maintained with the class teachers as well as with the Placement head.</li> </ul>

	<ul style="list-style-type: none"><li>• Personality Development, Communication Skills and Vocabulary, Resume Preparation &amp; Email Writing, Group Discussion, Interview Skills, Aptitude Training and Practice Tests, Foreign Languages such as Japanese and German etc.</li><li>• Student profiles and other relevant details are shared with companies.</li><li>• The companies conduct Pre-Placements Talks to give in-depth information about them including the roles and profiles being.</li><li>• Applications are invited and resumes of interested applicants are shared with the companies.</li><li>• Based on factors such as profiles and locations and student's perceptions and areas of interest, companies are ranked and invited on campus.</li><li>• Companies conduct their selection process which typically comprises of CV based listing, group discussions and interviews.</li><li>• Final results are announced by the companies soon after the final.</li><li>• Students must adhere to norms of discipline and personal conduct during their interactions with Company officials and their conduct at company offices. Any misbehavior / indiscretion will attract disciplinary action which may result in permanent debar from placement process.</li><li>• Placement Policy is subject to change and Institute has authority and right to change, add, delete, or modify these rules from time to time based on the inputs, feedback and experience. Changes in policy, if any, will be communicated to all concerned and students at the earliest. In such a case new rules will be published through notice board as well as through email and come in to vogue as per the time specified in the notice.</li><li>• Communicate with Alumni for their guidance and for available openings.</li><li>• Gathering information about job fairs and all relevant recruitment Advertisements and notify it to the students.</li><li>• Arranging periodic meetings with Human Resources Department of companies to promote recruitments.</li></ul>
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