

GIT/SOP/104**TRAINING AND PLACEMENT CELL****STANDARD OPERATING PROCEDURE****ACADEMIC YEAR 2023-24****1. Student Registration for Placement**

- Set up a google form for students to express interest in placement services.
- The students filling the google form upto deadline are allowed for various placement drives organized by T&P Cell. This count is considered as eligible for placement drives.

2. Corporate Tie-ups and Industry Partnerships

- Establish and maintain relationships with potential employers.
- Regularly maintain MoUs (Memoranda of Understanding) with industries for campus placement drives, corporate trainings, internship wherever possible.

3. Student Skill Enhancement

- Organize training programs/sessions/webinar for skill enhancement in soft skills and technical skills through T&P Cell and various student associations of departments.

4. Pre-Placement Talk (PPT) by Companies

- Schedule and coordinate pre-placement talks with companies before the placement process starts.
- Ensure that students have access to information about the company, roles, and expectations.

5. Placement Drive Organization

- Coordinate and manage placement drives by partnering with companies.
- Ensure that the placement process (e.g., written tests, group discussions, interviews) is well organized and efficiently run.

6. Communication with Companies

- T&P Cell team to liaise with corporate recruiters for placement updates.
- Ensure that placement dates, job descriptions, and company requirements are communicated clearly to students.

7. Eligibility Criteria Verification

- Set up clear eligibility guidelines (academic performance, extracurricular activities, skills).
- Ensure that students meet the set criteria before they can participate in recruitment drives.

8. Internal Communication with Students

- Regularly update students on available opportunities, deadlines, and placement schedules through email, whatsapp.
- Ensure timely communication regarding any changes in the placement schedule.

9. Student Participation and Code of Conduct

- Make students aware of the code of conduct during the placement process.
- Ensure students maintain professionalism, punctuality, and appropriate attire during recruitment activities.



10. Data Management and Records Maintenance

- Maintain accurate records of students, companies, and placement outcomes (offers, rejections, etc.).
- Use a centralized database to track placement activities and student details.

11. Offer Management

- Coordinate with companies to manage offer letters and ensure students receive timely communication.
- Help students in understanding the offer terms and conditions.

12. Post-Placement Feedback

- Collect feedback from companies about the performance of students during interviews and placements in the form of Employer Survey form.

13. Mentorship and Career Counseling

- Provide career counseling and guidance to students, helping them align their career goals with available opportunities.
- The team T&P to guide students in their career decisions and job applications.

14. Crisis and Dispute Management

- Team T&P should play a role in addressing disputes between students and recruiters or any issues arising during the placement process.

15. Placement Monitoring and Reporting

- Monitor and evaluate the success of placement drives.
- Generate periodic reports (quarterly/annually) on the placement statistics, including the number of students placed, salary packages, and industries involved.

Note: This policy shall be reviewed after two years.


Principal



TRAINING AND PLACEMENT CELL**STANDARD OPERATING PROCEDURE****ACADEMIC YEAR 2021-22****1. Student Registration for Placement**

- T&P Cell team to collect the data of students in excel format required for campus placement drives.

2. Corporate Tie-ups and Industry Partnerships

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