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JUNIOR COLLEGE | ITI | POLYTECHNIC | ENGINEERING | MBA | MCA | Ph.D

POLICY DOCUMENT

TRAINING AND PLACEMENT CELL POLICY



Zeal Education Society's

ZEAL POLYTECHNIC, PUNE

An ISO 21001:2018 Certified Institute.

Approved by AICTE, New Delhi, Recognized by DTE, Mumbai (Govt. of Maharashtra),

Affiliated to MSBTE Mumbai, MSBTE Code: 0988, DTE Code : D-6435

	<p>ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE PUNE -41 INDIA</p>	
Doc. No.: ZEAL/POLY/EOMS/POLICY-11	Rev. No.: 00	Rev. Date.: 01.09.2023

POLICY DOCUMENT

TRAINING AND PLACEMENT CELL POLICY

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Record No.: ZEAL/POLY/EOMS/POLICY-04	Revision: 00	Date:01/09/23
<p><i>This is to state that the following expert team has formed, reviewed and recommended the Training and Placement Cell for Zeal Polytechnic, Narhe, Pune.</i></p> <p><i>The Policy is published and implemented after approval from ICIU.</i></p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div data-bbox="203 1165 316 1197">Member 1</div> <div data-bbox="657 1165 771 1197">Member 2</div> <div data-bbox="1258 1165 1372 1197">Chairman</div> </div>		

Institute Vision:

To become a premier institute in technical education by imparting vibrant knowledge and skill-based quality education with ethical values to cater the industrial and societal needs.

Institute Mission:

- ✓ To provide comprehensive technical education through academic excellence.
- ✓ To give industrial exposure to the students by industry- institute interaction.
- ✓ To inculcate technical competence, spirit of inquiry, teamwork and entrepreneurship.
- ✓ To enhance ethical. societal. industrial concerns and lifelong learning skills.



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1. Introduction

The **Training and Placement Cell (T&P Cell)** at **Zeal Polytechnic, Narhe, Pune** is a unit works under Central Training and Placement Cell, ZES Pune, aimed at bridging the gap between academia and industry by providing placement opportunities to students and facilitating industry-relevant training. The primary goal of the T&P Cell is to enhance the employability of students through skill development, industry interface, and placement services.

This **Policy Document** outlines the framework, vision, objectives, facilities, procedures, and guidelines for the effective functioning of the Training and Placement Cell. The document provides a comprehensive understanding of the placement process, roles and responsibilities, and other crucial elements associated with training and placement activities at Zeal Polytechnic.



2. Vision

To bridge the gap between academia and industry, providing students with the skills and opportunities needed for successful careers.

3. Mission

- ❖ To enhance the employability of students through industry-oriented training, soft skills development, and career guidance.
- ❖ To act as a bridge between students and the corporate world by facilitating on-campus and off-campus recruitment drives.
- ❖ To ensure that every student is provided with an opportunity for skill development and placement in reputed industries.
- ❖ To continually engage with industry partners and alumni to offer placement opportunities and mentorship to students.

4. Objectives

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1. Placement Assistance: To ensure placement for all students, helping them secure jobs in reputable organizations that align with their academic and professional skills.
2. Skill Development: To organize training sessions, workshops, and mock interviews to enhance students' technical and soft skills.
3. Industry Linkage: To establish and maintain strong ties with industry leaders, hiring companies, and alumni to facilitate placements and internships.
4. Career Counselling: To guide students in career selection and job search strategies.
5. Placement Records: To maintain a comprehensive record of all placement activities, student success stories, and recruitment statistics.

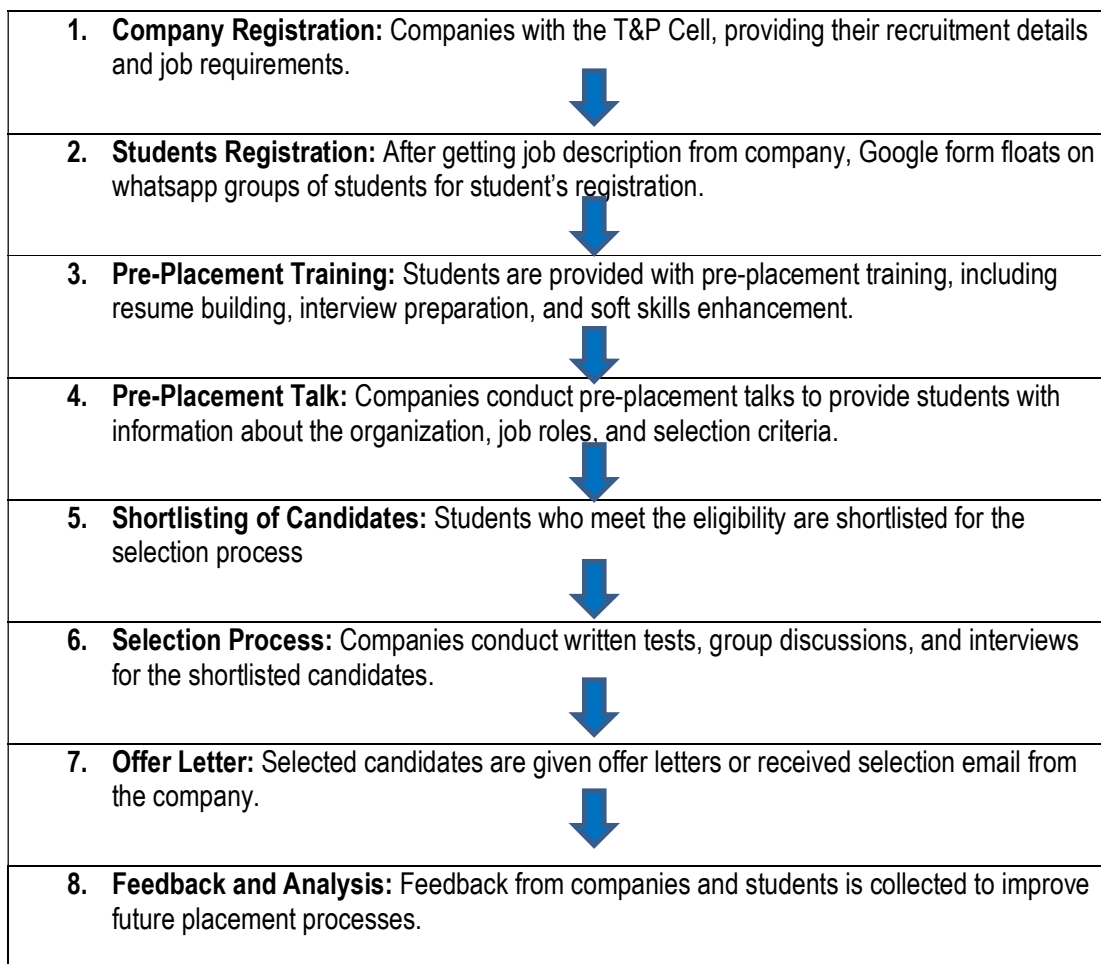
5. Facilities at the Training and Placement Cell

The **Training and Placement Cell** is equipped with modern facilities to facilitate smooth and efficient placement drives, pre-placement activities, and training programs:

- ❖ Training and Placement Office: A dedicated space to handle all placement-related activities, student interactions, and corporate communications.
- ❖ Group Discussion (GD) Room: A well-equipped room for conducting GD sessions as part of the pre-placement training program.
- ❖ Computer lab.
- ❖ Auditorium.
- ❖ Interview Cabins: Separate rooms for conducting one-on-one interviews with companies, ensuring privacy and professionalism during recruitment processes.
- ❖ Expert aptitude trainer available.
- ❖ Expert soft skill and communication skill trainer.
- ❖ IIC (Industry Institute Interaction Cell) for arranging industrial visit, in plant training and expert talk by renowned industrialist.
- ❖ Organizing Technical events by Training and Placement cell
- ❖ Expert interview panels to conduct one to one interview.

6. Mechanism (Placement Drive Flow Diagram)

The placement process follows a structured and systematic approach to ensure that both students and companies can interact in an organized manner. The flow of the placement drive is as follows:



7. Policy and General Guidelines for Students

Do's for Students:

- ✓ Dress well to make a good first impression



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- ✓ 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
- ✓ Bring all the necessary documents with two resume copies.
- ✓ Read the job description, company profile, services & branches.

Don'ts for Students:

- ✓ 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

8. Pre-Placement Activities

The Training and Placement Cell organizes various pre-placement programs to enhance the employability of students:

- ✓ **Mock Interviews:** Conducting mock interviews to help students prepare for actual placement interviews.
- ✓ **Group Discussions (GD):** Organizing GDs to develop communication and team-building skills.
- ✓ **Personality Development:** Soft skill workshops focused on grooming students for the corporate world.



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- ✓ **Resume Writing:** Workshops to assist students in creating effective and professional resumes.
- ✓ **Aptitude and Technical Training:** Training on quantitative aptitude, logical reasoning, and technical skills relevant to the industries.
- ✓ **Corporate Life Skills.**

9. Special Activities

- ✓ **Industry Visits:** Organizing visits to industries and companies to expose students to real-world work environments and operational processes.
- ✓ **Guest Lectures:** Inviting industry experts and alumni to share their experiences and provide career guidance.
- ✓ **Workshops and Seminars:** Organizing specialized workshops on the latest technologies, industry trends, and professional skills.
- ✓ **Entrepreneurship Program:** EDP Cell Formation & Development.
- ✓ **Entrepreneur Talks.**
- ✓ **Entrepreneurship Seminar/Workshops**
- ✓ **Sponsored Projects & Internship**

10. Role and Responsibilities of the 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.



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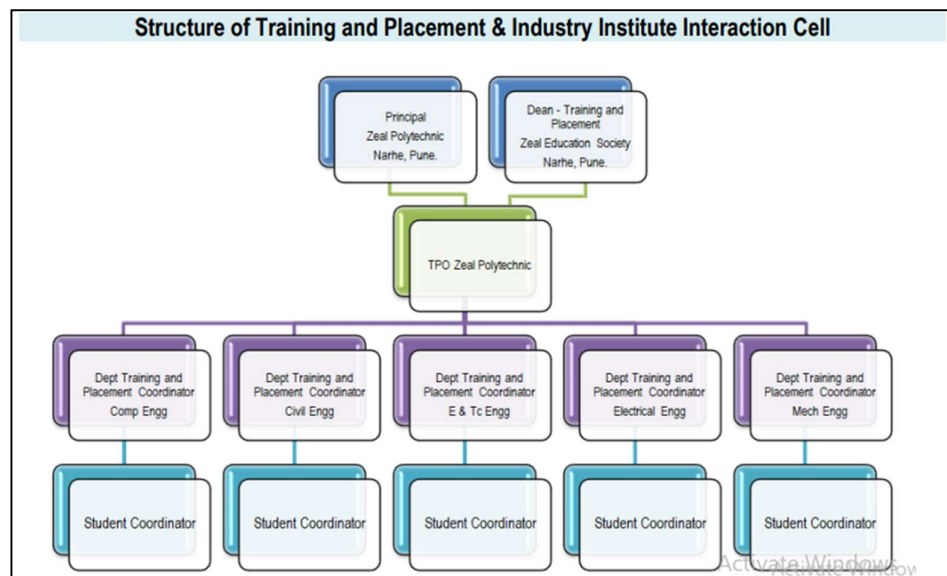


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- ✓ To register students for the jobs with prescribed qualifications.
- ✓ To arrange for various facilities required on the date of interview.
- ✓ To collect appointment letters and distribute them to selected students.
- ✓ To provide in-plant training at companies / organizations.
- ✓ To achieve maximum possible placements for students.
- ✓ To guide students on various interview techniques, group discussions, aptitude tests.
- ✓ Guidance and Counselling: Offer personalized counselling sessions for students to assist in career decisions and job search strategies.
- ✓ Alumni Network: Establish and maintain an active alumni network for career mentoring and placement support.
- ✓ Job Market Trends: Keep students updated on the latest job market trends, industry requirements, and emerging opportunities.



11. Procedures of On-Campus Placement Drive

- ✓ **Company Invitation:** Companies are invited to participate in the on-campus placement drive.
- ✓ **Company Registration:** Companies submit their requirements and job details to the T&P Cell.

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- ✓ **Pre-Placement Talk:** 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.
- ✓ **Shortlisting:** Based on eligibility criteria, students are shortlisted for the selection process.
- ✓ **Selection Process:** Process of recruitment will be started with Aptitude Test, Group Discussion, Technical Interview and followed by Personal interview will be arranged, this process followed as per the company procedure.
- ✓ **Offer Letters:** 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.
- ✓ The organization is requested not to communicate the offer to the candidate directly. A job offer must specify:
 - Position offered
 - Remuneration
 - Job description
- ✓ The representatives of the organization should have the authority to make the final job offers immediately after the interviews or after getting pass out.
- ✓ 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. The Guest House facility will be extended as required.

12. Procedures of Pool / Off Campus Placement Drive

A **Pool or Off Campus Placement Drive** is organized when companies choose to visit multiple institutes for recruitment. The procedure is as follows:

- Contact other colleges by sending an invitation/mails, asking for off/pool campus drive.
- Contact with companies by sending an invitation/mails, asking for on or off campus drive.
- Sending data or resume to surrounding colleges and companies.



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- Once the screening is done, shorting students are informed about the off campus drive through mails, WhatsApp, Messages and Notices.
- The Placement Officer will make awareness about the drive and if necessary company specific training will be allowed.
- Training Placement Officers and T&P Coordinators will help students in attending off campus drives.
- Training Placement Officers and T&P Coordinators will attend the off campus to encourage the students and at the same time to follow up the attendance.
- After the drive, the Placement Officer will submit feedback about the off campus drive to the principal.
- After the selection of candidates, the placement officer will take about the further process till joining.
- Further queries and clarifications about organization and the joining of the candidate will be taken care of by T.P.O.

13. Rules and Regulations for the Students

1. Placement Cell will strive hard to provide placement opportunities to all its eligible interested final year Diploma students.
2. In order to achieve its placement objectives, the Training Cell shall organize various training programmes, Guest lectures, Industrial visits, and Career guidance seminars, Entrepreneurship workshops, Internship and other allied activities.
3. The Placement cell shall also strive hard to invite various reputed Companies/ Organizations for recruitment/ placement of its students in the field of their specializations.
4. It will be the endeavour of each student to cooperate with the Placement cell and to appear for opportunities offered for their Placement.
5. Any student having a job –offer in hand will not be allowed to appear for any further placement opportunities unless and until all the eligible and interested students get one job-offer each in their hand.
6. Once a student is enrolled with T & P Cell & if he/she fails to appear in any of the campus (in-house /pooled / any other) drive of any company without submitting a written application with justified reason and document's will not be eligible to appear for the next 3 consecutive campus placement drive. Habitual absenteeism will not be entertained.



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7. As per the placement policy students are allowed to grab maximum two offers of their choice for core branches. IT students are allowed to grab second offer if the CTC is 1.5 times greater than previous offer.
8. If a selected student in any company through the campus placement drive fails to join the company without any justified reason he/she will be blacklisted from the upcoming placement drives.
9. A notice of Placement Process once fixed will be communicated through notice to all the eligible students for that particular campus placement drive. It is important that all students must regularly check their notice board for getting information on Placement related activities. It will be students' own responsibility to get updated on placement related processes and activities. (In case of any query student can visit to T & P office). Every student who enrolls with T & P Office and who has opted for "Campus Placement" in the registration form will be eligible (as per companies eligibility criteria) for all the Companies offering Placement.
10. No preference related to Place of work will be entertained.
11. Students, who do not enroll with the T & P Office, shall not be allowed to take part in the placement process under any circumstances later.
12. The students must think well before enrolling with T&P and then act accordingly i.e. enrolling with T & P is an act of expressing your desire and confirmation to join the organization on its terms and conditions, if selected. In order to maintain the institute's commitment to the organization, students will have to join the company from which they have received the offer letter. They will not be allowed to reject an offer at a later stage as per the policy already specified and decided by the authority. It should be noted that students represent their personal commitment and the institute's commitment by such positive action.
13. Adherence to time must be taken into strict consideration.
14. Dress code is STRICTLY FORMALS. Those who don't follow the dress code will not be considered for placements.
15. Individual details and Academics details must be updated on regular intervals by students to Training & Placement coordinators.
16. Students are not authorized to communicate with the companies in any individual capacity when the company visits our college for placement. Any corporate interaction by any student at any stage before and after selection must be carried out in consultation with TPO.



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17. If a student appears in a written test and does not appear himself/ herself in front of the interview panel without seeking prior permission from TPO, he or she will not be permitted for any future drives and will be detained for future placements.
18. If a student gets selected in any particular company and gets a joining date after one year of their passing year than in that case college authorities are not responsible for their joining preponement. Also in any case if any company withdraws its offer letter/letter of intent at any stage before joining any selected students the T&P department and college or any authority will not be responsible for it.
19. Students should refrain from using recommendations for getting placed in a company/corporate. Strict action will be taken against such students.
20. While attending campus interviews, every student must carry the following:
 - a) College Identity Card
 - b) 3 Nos. passport size colour photographs
 - c) 2 copies of the updated and signed resume
 - d) Original Mark-sheets from SSC Onwards in Folder
 - e) 2 set of photocopies of all relevant marksheets, certificates (self-attested)
 - f) Identity Proof - Xerox of PAN Card or Passport or Driving License (self-attested)
 - g) Pens (Black & Blue)/Pencils/Stapler/Gum etc.
21. Students who are not eligible or are already selected by a company will attend their regular classes. Attendance Record of each drive is shared by T&P Dept. to all respective departments on a regular basis.
22. The department of T&P will also try hard to arrange campuses of No Criteria Companies for not eligible students. The not eligible students should see that they get placed in the first opportunity of such companies which they get.
23. The institute reserves its right to allow/ disallow any student from taking part in the placement process without assigning any reason thereto.
24. The TPO in consultation with the Principal reserves the right to take decisions on the cases which fall beyond the purview of above mentioned Policy, Rules and Regulation statements.

14. Role: Industry Institute Interaction, Training and Placement Officer (T&P Officer)

Responsibilities:



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1. To help Design and Printing of Placement Brochure – Soft copy as well as Hard copy.
2. Decide the strategy for placement and preparation of action plan
3. Prepare the database of potential Recruiters
4. Collection of feedback from previous Recruiters
5. Interacting with the Potential Recruiters.
6. Coordinate with other college TPOs for recruitment.
7. Placement Presentation at various companies.
8. Organizing the Career Counseling session by experts.
9. Organizing Resume Writing, GD and Interview(s) skills, soft skills development sessions.
10. Maintaining student Resume Bank.
11. Developing and maintaining Corporate Database.
12. Allocation of companies to student groups for brand building.
13. Coordinating all the activities related to Placement.

15. Role: Department Level Training and Placement Officer (T&P Officer)

Responsibilities:

1. To prepare, organize and analyze the data on type of industry, HR Officer details and other contact details.
2. To collect the data of all department related industries which do campus recruitments.
3. To collect the data from pre-final & final year candidates of the department as per industry requirements.
4. To make necessary arrangements to conduct campus recruitment processes (Infrastructure & Lab arrangements).
5. To collect offer letters from placed students and maintain a record of photocopies.
6. To maintain a yearly record of the number of industries visited, candidates selected per branch, salary offered, average salary etc. and represent it in a graphical format.
7. To collect the feedback from employers during recruitment drives and share with all departments for analysis and action.



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8. To prepare placement guides of each company before any company visiting the campus for recruitment purposes.
9. To maintain the records of the aptitude & soft skills training programs.
10. To monitor & analyze the effect of training periodically.
11. To assist the Institute level T&P Officer.

16. The Student Coordinator in the Training and Placement (T&P) Cell

The **Student Coordinator** in the **Training and Placement (T&P) Cell** of a diploma engineering college plays a key role in facilitating the placement process. Here's a brief overview of their roles and responsibilities:

1. **Communication:** Serve as the liaison between students and the T&P Cell, ensuring students are informed about placement drives, interviews, and deadlines.
2. **Registration and Scheduling:** Assist in the registration of students for placement activities and coordinate interview schedules with companies.
3. **Skill Development:** Organize workshops, mock interviews, and training sessions on résumé writing, aptitude tests, and interview preparation.
4. **Record Management:** Maintain accurate records of student data, placement statistics, and company visits.
5. **Internship Facilitation:** Help students find internship opportunities and ensure smooth internship processes.
6. **Industry Relations:** Support the T&P Cell in building and maintaining relationships with recruiting companies.
7. **Event Coordination:** Assist in organizing placement events like pre-placement talks, interviews, and campus drives.
8. **Student Motivation:** Encourage and motivate students to participate in placement activities and career development programs.
9. **Feedback and Reporting:** Collect feedback from students and companies, and assist in preparing placement reports.

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In short, the Student Coordinator ensures smooth operations of the placement process, supports skill development, and acts as a link between students and the T&P Cell.