

Ajeenkya DY Patil School of Engineering, Charholi (Bk.), Pune.



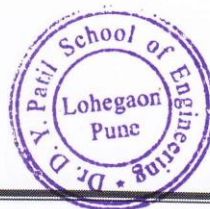
Training & Placement Policy

Shaping Engineers to Professionals

POLICY No: APN/ 2020/5.4.1

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Vision

Empowerment through quality technical education

Mission

M1: To excel as a center of excellence in technical education

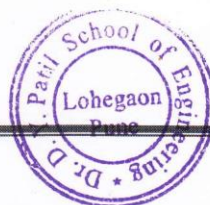
M2: To impart skill based education to meet the needs of industry and Society

M3: To achieve excellence in teaching, learning and research

M4: To inculcate social & ethical values among the students .

Quality Policy

We strive to impart the quality technical education through academic excellence and provide best of facilities to satisfy the need & expectations of the students & stakeholders.



1. Training and Placement Cell:

The Training and Placement Cell is an integral part of the DYPSOE. The DYPSOE management is fully invested in providing sound infrastructure and human resources to maintain the Training and Placement Cell and the resulting opportunities the cell provides to students of the College. The Placement Cell's primary objective is to provide training and placements to college students. Various organized activities take place throughout the academic year both in the college and the local area. Students are led to take the initiative to develop their attitude in the workplace, soft skills and are given the opportunity to develop technical skills alongside analytical capabilities. The Training and Placement Cell aims to expose students to the nature of the corporate world therefore providing insight to their future professional careers.

2. Objective:

- To provide ample of opportunities for placement of students to achieve placements.
- Tie-up arrangements with Industries & Corporate of repute for Campusrecruitment.
- To send data of eligible students to recruiters and invite them for recruitment.
- To prepare students for campus recruitment arranging training in Aptitude tests, Group discussions, preparing for Technical and HR interviews through professional trainers.

3. Placements Rules & Regulations:

A. ELIGIBILITY & REGISTRATION

- Students should register their names by submitting Students' Data Sheet as per the prescribed format given by Department of Training and Placement Cell. Only those students who have registered are eligible to participate in the placement activities.
- Campus placement is a facility provided for the students. Registration is not compulsory. Students not interested in placement are advised not to register for placement.
- Students are advised to read the announcements made through notices put up on Notice boards, WhatsApp Groups, Google Groups, College Website, go through the company website & Job Profile etc.



- Students will be allowed to have a single job offer only. However, already placed Students may also be allowed to appear for "Dream Company". Once a student bags a job offer from a dream company, she will not be allowed to participate in any campus recruitment process at all. Moreover, already placed students but not placed in "Dream Company" may also be allowed for two job offers after completion of 80% placement of registered and eligible students of individual discipline.
- Backlogs: Students having backlog of 4 or more courses are not permitted to register for placement. Such students are advised to clear the backlogs and then register after the July-November end semester examinations. However, extended students can register in case of non-completion of course/project requirements in their last two semesters.
- The eligibility criteria imposed by the visiting company will be the final.
- The eligible / registered students must attend all the training programmers / workshops arranged by department.
- Department placement coordinator/Student Coordinator is the single point of contact for the concerned department Students. For all kinds of clarifications & communications (such as registration for placement assistance, updating the database, etc.,) should be executed through the concerned department placement coordinator and HOD.

Students attending campus interviews should adhere to the following instructions,

(a) Report at the venue (Join Meeting online/offline) of pre-placement talk and interview as per the instructions.

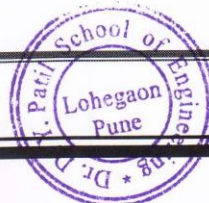
(b) Students should carry minimum 5 copies of their resume, photocopies of all Original certificates, 5 pass port size photographs.

(c) A student in casual dress will not be allowed for the PPT/Recruitment Process.

- Students need to submit Passport size photographs (6 nos.) along with the Form. The photo should be in College uniform, with tie, Blazer. (Boys should ensure they have proper haircut.)
- TPO aims to provide placement assistance for all final year students. Placement is a privilege extended to the students but can't be claimed as a matter of right.

B. RESUME

- Students are expected to follow the institute resume template available in the placement website /Departmental Training and Placement Coordinators for preparing the resumes.
- The details given in the resume have to be genuine and any student found violating this rule will be disallowed from the placement for the rest of the academic year.



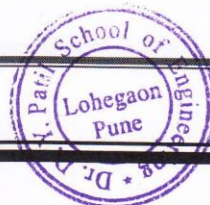
4. PRE-PLACEMENT TALKS (PPT)

- Students should be seated in the venue (Online/Offline) 15 minutes before the scheduled start of the PPT or join the Meeting Link in case of online drive.
- The placement facility is available only to all the students registered with Training & Placement Department.
- Any clarification regarding salary break-up, job profile, place of work, bond details, date of joining etc. must be sought from the companies during PPT or interview.
- **DRESS CODE:** Students **must be formally dressed /Uniform** whenever they participate in any interaction with a company
- **This office reserves the right to refuse permission to a student to attend the selection process / PPT, if they do not dress up formally. Students are expected to know the norms for formal wear; for the benefit of those who claim ignorance, please note that the following are strictly not allowed:**

- * T-shirts with printed text; un-collared T-shirts;
- * Shorts
- * Jeans
- * Shirt not-tucked in
- * Chappals / flip-flops

5. PLACEMENT PROCESS

- It is the responsibility of the student to check announcements / notices / updated information / shortlisted names etc. in the notice boards of Placement /Department Notice Board/Placement Portal.
- A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately in the middle of a selection process will be disallowed from placement for the rest of the academic year.
- **LATE COMERS FOR APTITUDE TEST / GD / INTERVIEW** may not be allowed to appear for the selection process.



- Students should maintain discipline and show ethical behavior in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the institute's name will be disallowed from the placements for the rest of the academic year.
- Students found cheating or misbehaving in the selection process (Test / GD / Interview) will be disallowed from the placements for the rest of the academic year.

6. CAREER COUNSELING

- Giving Motivational Talks.
- To promote career counseling by organizing guest speakers viz. senior corporate personnel and most importantly by the immediately placed senior students.
- Create awareness among students regarding available career options and help them in identifying their career objectives and Act as a bridge between students, alumni and employers.

7. MOCK INTERVIEWS

- Mock Interviews help students to prepare well in terms of body language and professional etiquette.
- To boost confidence and reduce stress level at the time of final interviews, students are given guidance about how they should perform in an interview.

8. JOB OFFERS

- The copy of the offer letter is required to submit in the placement office. If a student is offered a second job, he/she must give a letter of regret to the company, which offered the first job and a letter of acceptance to the second.
- After accepting a job offer, if any student decides to withdraw his/her acceptance any time during the year, he/she must inform the company concerned through the TPO immediately.
- If a student receives more than one offer owing to delays in the announcements of results by the companies, the student is bound to accept the job offer whose results are declared earlier.



- In case, a student decides not to join where he got selected, he should inform the company in writing with reasons at earliest and also required to submit a copy of that letter / mail to the Placement Office.

F. Debarment/Blacklisting grounds for students:

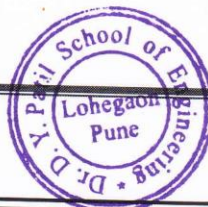
- Students may be debarred /blacklisted from the placement if he/she is found involved in any in disciplinary activity or engaged in malpractices practices.
- Students giving wrong data/information in Training and Placement Coordinators, He / She will be debarred/blacklisted from the placement activities for the rest of the academic year
- Students cannot drop out from selection process once he/she has been shortlisted for further rounds after Aptitude Test. A disciplinary action will be taken against defaulter students.
- Any kind of misbehavior/complaints reported by the company officials/faculty/staff/volunteers will be taken seriously & those evolve will be debarred/ blacklisted from future campus placements. For all matters not covered by the above regulations, the Placement Office will use its discretion to take appropriate decisions. The decision taken by this office shall be binding on all students/scholars.

G. Students should carry a Folder comprising of

- a. Multiple copies of Resume with duly signed by the student
- b. Passport size colored Photographs (In College Uniform with Blazer)
- c. Photocopy of all the Certificates (10th, 12th, Graduation Mark sheets and certificates etc.)
- d. College ID card
- e. ID & Address Proof (viz; Driving License, Passport, Pan card, Aadhar Card, Voter ID etc.)


9. DOCUMENT

- Communication letters in between Institute and Industry / organization.
- Appointment letters self-attested by placed students.
- List of students placed with signature of principal.
- Reports of placement cells with minutes of meeting.
- Geo-tag photos of campus interview held.
- Advertisement / publicity for campus interview / new paper cutting.



Policy Details:

| | |
|--------------------------------|---|
| Policy drafted by | T&P Cell |
| Policy Applies to | The students of the college |
| Effective from the date | 3 rd Feb 2022 |
| Approved by | IQAC/Principal |
| Responsible Authority | T&P Cell |
| Superseding Authority | Principal |
| Last Reviewed | 3 rd Feb 2022 |
| Policy No. | DYPSOE / POLICY/ 2022/ T&P / Version 2 |


Prepared by
T&P Cell


Approved by
Principal


Approved by
Management

