Raosaheb Wangde Master Charitable Trust's
Dnyanshree Institute of Engineering & Technology Satara
Training & Placement Cell: Policy

1. **Training & Skills Development policy:**

- Students should go through the following training modules set by the T& P Cell

Training	First Year	Second Year	Third Year	Final Year
Soft Skills	✓	✓	✓	✓
Aptitude Skills		✓	✓	✓
Technical Skills		✓	✓	✓
Entrepreneur Skills			✓	✓

- Students who want to attend above training module, they need to register for each module separately.

- Students who want to arrange their training on their own, they can do so, in communication with the department.

2. **Placement Policy:**

- All the students who are interested for placements have to register themselves by providing correct and accurate data (Immediate after 6th Semester)

- Academic Attendance of minimum 75% on the date of campus placement drive is mandatory for each student in final year to appear in the campus placement drive of any company.

- Students who fulfil the criteria as mentioned by respective organization are eligible for recruitment process.

- Institute will provide open platform to all the eligible students as per placement Guidelines, prescribed by the institute.

3. **Student having a job offer:**

- Dream offer (Package more than 5 LPA & core branch offer) will not be able to participate in further drives.

- Dream offer (Package more than 5 LPA & non-core branch offer) will be given one additional job opportunity in their core domain.

- Offer less than 4 LPA will be participate in all further drives.

- Students shall not request any organization to keep an offer pending. Any such request shall be considered as a serious break of the placement norms.

- Students shall also not request their future employers to allow delay of deadline for communication of their decision regarding offers made by an organization.

- Selected students shall be indulged to honour the offer given by the organisation/company to sustain the relationship of Dnyanshree Institute Satara with the companies.

- Placed students either through campus or otherwise (off/ pool campus drives) have to inform TPO and shall not be entitled to attend any further placement drive conducted by the institute.

- Students from Core branches will be given job opportunity in their core as well as interdisciplinary domain.

- Students will get equal opportunity to apply for any of the companies scheduled for their selection process.

- Internship offers with placement will be consider as internship offer & Students will be recommended to do online/ offline internship without violating requirements of academic eligibility.

- The students must accept the first confirmed offer announcement.

- Placed students will not get recommendation letter from institute for higher education, if recruited company is not consenting.

Roles and Responsibilities of Training & Placement Cell

Training and Placement (T&P) cell plays a crucial role in bridging the gap between students and potential employers. Its primary responsibilities include:

1. **Student Development and Training:**
   - Organize awareness programs, workshops, seminars, and training sessions to enhance soft skills, technical skills, and employability skills.
   - Provide career counselling and guidance on resume writing, interview techniques, and job search strategies.
   - Arrange aptitude and technical tests to prepare students for placement drives.

2. **Industry Collaborations:**
   - Establish and maintain strong relationships with industries, companies, and organizations for placement opportunities.
   - Coordinate industry visits, internships, and live projects for students to gain practical experience.
   - Organize guest lectures and webinars by industry experts to keep students updated on industry trends.

3. **Campus Placement Drives:**
   - Invite companies for on-campus recruitment and manage all logistics for placement drives.
   - Act as a liaison between recruiters and students, ensuring smooth communication and coordination.
   - Provide data about student performance and skills to recruiters to match job profiles with potential candidates.

4. **Placement Coordination:**
   - Maintain a database of student profiles and share them with relevant employers.
   - Track student placement outcomes and report these to the institution for evaluation.
   - Ensure fair placement opportunities for all students by following ethical and transparent placement practices.

5. **Support for Higher Education and Entrepreneurship:**
   - Guide students interested in pursuing higher education with resources for competitive exams and admission procedures.
   - Support entrepreneurial ventures by organizing incubators, startup events, and collaborations with entrepreneurship cells.

6. **Post-placement Support:**
   - Conduct follow-up with placed students to gather feedback on their experiences.
   - Maintain alumni networks to help in future placement initiatives and professional networking.

7. **Collaborative Interaction Sessions with Industry:**
   - Human Resources Manager Meet (HR Meet)
   - University/ Industry Development programs
   - CSR activities
   - Employability Reediness program

Roles and Responsibilities of Head of Department towards T & P Cell

1. Coordination with the Training and Placement Cell

- Act as the primary link between the department and the T&P Cell.
- Ensure regular communication between the department's faculty and the T&P cell team.
- Collaborate with the placement officers to create training programs aligned with industry standards.

2. Strategic Planning

- Develop and implement strategies to improve the employability of students.
- Facilitate the creation of a roadmap for department-specific training needs.
- Ensure that training programs focus on both technical and soft skills.

3. Industry Relations

- Cultivate relationships with industry experts and companies to increase placement opportunities.
- Coordinate with potential employers to understand their requirements and adapt the curriculum accordingly.

4. Student Mentorship

- Mentor and guide students regarding career choices, internships, and job opportunities.
- Encourage students to participate in training programs, workshops, and career fairs.

5. Faculty Involvement

- Ensure faculty members are involved in training students for interviews, technical skills, and personality development.
- Encourage faculty to network with industry professionals to provide updated insights into job trends.

6. Monitoring and Feedback

- Supervise the progress of training programs and assess their effectiveness.
- Collect feedback from students and recruiters to improve the department's approach to placements.

7. Alumni Engagement

- Engage alumni to contribute to training sessions, workshops, and recruitment drives.
- Leverage alumni networks for mentoring and internship opportunities.

8. Reporting

- Provide regular reports to the institutional heads about the department's placement performance.
- Analyse data from previous placements to identify trends and areas for improvement.

Roles and Responsibilities of Department Faculty Coordinator towards T & P Cell

1. Liaison Between Department and T&P Cell

- Act as the departmental point of contact for the T&P Cell.
- Communicate the T&P Cell's plans, placement updates, and training schedules to department students and faculty.
- Report department-specific placement needs and concerns to the T&P Cell.

2. Student Guidance and Support

- Guide students on career choices, placement processes, and internship opportunities.
- Encourage and motivate students to participate in placement-related activities such as training sessions, workshops, and recruitment drives.
- Assist students in preparing resumes, building professional profiles, and enhancing their communication skills.

3. Training and Development Facilitation
- Coordinate with the T&P Cell to arrange department-specific training programs that cater to industry requirements.
- Encourage faculty members to participate in student training activities, including mock interviews, technical workshops, and soft skills sessions.
- Identify skill gaps among students and suggest relevant training modules or additional courses.

4. Industry Interaction and Networking
- Facilitate communication between the department and industry experts for guest lectures, industry visits, and internships.
- Support the T&P Cell in building relationships with recruiters and industry professionals for placement opportunities.
- Actively engage with alumni for mentoring programs and placement assistance.

5. Monitoring and Feedback
- Track students' performance in training sessions and placements.
- Collect feedback from students and recruiters on placement processes, training programs, and overall experience.
- Provide insights to the T&P Cell and department for improving placement success.

6. Documentation and Reporting
- Maintain records of student participation in placement activities, including attendance in training sessions and interviews.
- Update placement statistics for the department and provide regular reports to the Head of Department and T&P Cell.
- Ensure timely submission of required documentation from students for placement processes (e.g., resumes, academic records).

7. Coordinating Placement Drives

- Assist the T&P Cell in organizing on-campus and off-campus placement drives specific to the department.
- Ensure smooth logistics and coordination for departmental students during placement interviews and tests.

8. Promoting Placement Activities

- Promote the importance of placement and employability skills among students.
- Ensure students are aware of upcoming placement drives, company profiles, and job opportunities.
- Encourage students to maintain professional behaviour and readiness during interactions with recruiters.

Roles and responsibilities of Industry-Institute Partnership Cell towards Training and Placement Cell

1. Establishing Industry Connections

- Build and maintain relationships with companies, industries, and organizations for potential collaboration in recruitment, internships, and training.
- Collaborate with industry experts to bring in knowledge and expertise that align with the placement goals of the T&P Cell.
- Secure Memorandums of Understanding (MoUs) with companies to facilitate placement, internships, research projects, and industrial training programs.

2. Facilitating Industrial Training and Internships

- Organize internships and industrial training programs for students to gain hands-on experience and industry exposure.
- Coordinate with companies to provide students with internships that enhance their skills and improve their employability.

- Ensure that the internships and industrial visits align with the academic curriculum and help students meet industry expectations.

3. Industry-Academia Workshops and Seminars

- Organize workshops, seminars, and guest lectures led by industry professionals to provide insights into current market trends and job roles.

- Collaborate with the T&P Cell to offer industry-relevant training programs such as soft skills, technical skills, and new technologies to prepare students for placements.

- Promote knowledge sharing by inviting experts from different sectors to engage with students on career readiness.

4. Curriculum Enhancement and Industry Relevance

- Provide feedback to academic departments and the T&P Cell based on industry trends and employer expectations to ensure the curriculum is aligned with market needs.

- Advocate for the inclusion of new industry-relevant courses, certifications, and electives that can improve student employability.

- Work with the T&P Cell to tailor training programs to meet specific industry requirements identified through industry interactions.

5. Industry-Sponsored Projects and Research

- Facilitate industry-sponsored student projects that provide practical exposure and solve real-world challenges, enhancing students' job readiness.

- Collaborate with the T&P Cell to showcase student research projects to potential employers during placement drives.

- Encourage faculty and students to undertake joint research and development projects with industries, leading to innovation and better placement prospects.

6. Networking and Collaborations

- Facilitate networking opportunities between students, faculty, and industry professionals through industrial visits, conferences, and career fairs.

- Encourage industry participation in placement drives and ensure that recruiters are aware of the institution's talent pool and training initiatives.

- Collaborate with alumni who are working in the industry to assist with placements, internships, and mentoring.

7. Industry Feedback and Continuous Improvement

- Collect and analyse feedback from employers about student performance in placements and internships to continuously improve training programs offered by the T&P Cell.

- Use feedback to suggest improvements in students' technical, communication, and professional skills.

- Assist the T&P Cell in understanding the future job market trends and preparing students accordingly.

8. Promoting Entrepreneurship and Innovation

- Encourage entrepreneurship by organizing industry-driven innovation challenges, start-up support, and incubation opportunities.

- Provide support for students who are interested in starting their own ventures by connecting them with industry mentors and investors.

- Work with the T&P Cell to promote entrepreneurial skills and career options beyond traditional employment.

9. Joint Placement Initiatives

- Coordinate with the T&P Cell to invite industry partners for on-campus placement drives and job fairs.

- Ensure that industry collaborations lead to increased job opportunities for students, including off-campus and industry-based recruitment drives.

- Share industry insights and market demands with the T&P Cell to fine-tune placement strategies.