



## Shri Guru Gobind Singhji Institute of Engineering and Technology

Vishnupuri, Nanded (Maharashtra State) INDIA PIN 431606

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NAAC Accredited institute GRADE B++, CGPA 2.91 (2020 -2025)

Vision Statement: Education of Human Power for Technological Excellence



(An Autonomous Institute of Government of Maharashtra)

# Training and Placement Policy

## Institute Vision and Mission

### VISION

"Education Of Human Power for Technological Excellence"

### MISSION

- Dissemination of knowledge by offering world-class education
- Right to information for all stakeholders
- Promotion of sustainable industrialization to development of appropriate technologies
- Continuing education programs for reengineering of regional socio-economic system in the light of dynamic, global technological changes
- Contribution to national wealth through innovation

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## **Preface**

The Training and Placement (T&P) Cell is crucial in offering job opportunities for students passing out from the Institute by keeping in touch with reputed firms and industrial establishments. The Cell operates annually to facilitate contacts between companies and graduates and organizes student placement drives. The number of students placed through the campus drives is continuously rising. We have successfully maintained our high placement statistics over the years, and our students bear the recession blues with record-breaking placements, which is a testimony to our quality.

The Placement Cell organizes career guidance programmes for all the students starting from the first year. The Cell arranges pre-placement training programmes like Mock Interviews, Group Discussions, Resume Writing, and Communication Skills Workshops. It also invites HR Managers from different industries to conduct training programmes for final-year students.

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## **Preamble:**

The training and placement cell is an integral part of our Institute and has provided complete infrastructure for employability training and placement activities to function effectively. Training activities are organized throughout the year to prepare prospective students for the campus selection programs. The T&P cell is vital in bringing together the students and industrial community for a mutually satisfying employment relationship. It plays a crucial and critical role in counseling and guiding the Institute students for their successful career placement. It is a vital interface between the students' completion stages of the academic program and their entry into suitable employment. The T&P cell is also actively involved in developing contemporary technical and soft skills among the students.

## **Purpose for T & P Policy:**

Overall development of the T&P cell as a single window nodal point for career counseling and higher learning of the students in relevant fields

## **Objectives:**

1. To enhance the student's skills and guide them into technical professionals
2. To upgrade the reasoning and aptitude abilities
3. To motivate students towards higher studies and make them industry-ready.
4. To secure the maximum number of placements
5. To set up the training infrastructure for conducting value-added training programs and enhance students' employability.

## **Training and Placement Committee**

The following committees will help to carry out the Institute's training and placement activities smoothly:

### **1. Institute Placement Committee (IPC)**

- Director -Chairman
- All Heads - Members
- Departmental TPO – (One Faculty member nominated by each department)-Member
- Training and Placement Officer – Secretary

#### **Roles and Responsibilities:**

- Organize activities aimed at improving Institute – Industry – Interaction.
- To inform students well in advance about the forthcoming drives and selection process.
- To guide the students in the necessary preparation for the drives.
- To provide information about various careers available in this competitive world.
- Organize awareness programmes in significant areas.
- To invite companies to interact with students.
- To organize guest lectures on career development by experts in the field.

- Training the students in soft skills and personality development is essential for employment and a successful career.
- To help the Placement Cell maintain contact with Alumni.

## 2. **Department Placement Committee (DPC)**

- Head of the Department (HoD) – Chairman
- Two Faculty from the department– Member (nominated by respective HoD)
- Two Students from the department -Member (nominated by respective HoD)
- Departmental Training and Placement Officer - Secretary

### **Roles and Responsibilities:**

- To help the Placement Cell organize the various processes like written tests, group discussions, technical interviews, and HR interviews when companies come to the campus for placement drives.
- Coordinate the soft skills training programmes of the respective departments.
- To activate resources for needy students to apply for jobs.
- To organize career development seminars and workshops.
- To arrange internships for third- and fourth-year students.

## 3. **Students T&P Committee (ST&PC)**

- TPO -Chairman
- Ten Departmental Students coordinator- Member (nominated by TPO)
- Two Departmental Students coordinator – Secretary (nominated by TPO)

### **Roles and Responsibilities:**

- To help all activities of training and placement
- To help IPC and DPC committees

## **Training and Placement Policy:**

All students are expected to understand the Placement Policy and follow it strictly. The placement policy applies to the graduating UG, PG and Ph.D. programme students.

### **1. Eligibility Criteria:**

All the graduating students of SGGSI&T Nanded are eligible to be a part of the placement process, provided that they meet the following requirements:

- i. Students are registered at SGGSI&T Nanded.
- ii. Students have CGPA of 5.0 or more at the time of registration.
- iii. Students with a backlog of 4 or more courses cannot register for placement. Such students are advised to clear the backlogs and then register after the examinations
- iv. Students are not debarred from the placement activity due to disciplinary action by the Institute.

### **2. General Guidelines:**

- i. Students willing to participate in the placement activity must register on the student placement portal during the stipulated time window.
- ii. Students interested in a particular company must attend its pre-placement talk/PPT. Attendance is compulsory. Any clarification regarding salary breakdown, job profile, place of work, bond details, etc., must be sought from the companies during the PPT or interview if the student has cleared all the steps and received the offer letter. It will be considered as one selection (job).
- iii. Students must carry their identity card throughout the placement process.
- iv. Students must use only the Institute email ID (first email) and registered mobile number with the placement office. Correspondence with other email IDs will not be considered.
- v. Students are advised to check the company profile and background thoroughly before applying. Once applied, the student must participate in the entire placement process. Students not adhering to the above will be liable for disciplinary action, such as barring them from the placement process for a month or any other penalty deemed fit by the faculty advisory committee.
- vi. Students must have acquired good communication skills.
- vii. Students should be in college uniform and be punctual for the entire placement process.
- viii. Suppose a student cannot secure a job in a particular placement season and is not enrolled. They will be allowed to appear for the subsequent placement season (i.e., within one year after graduation from SGGSI&T Nanded).
- ix. 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. Students should maintain discipline and behave ethically in every action they take during placement.
- x. For the interview process, students shall wear black blazers, white shirts, black pants, and black leather shoes.

### **3. Conditions of Placement Activity:**

- i. It is the student's responsibility to make sure that he/she meets all the eligibility criteria required at the time of joining the company.
- ii. The student is responsible for checking announcements/notices / updated information / shortlisted names, etc., in the Institute's email/notice boards/WhatsApp groups.
- iii. A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company.
- iv. Once a student is offered a job, they must respond to the offer within the deadline defined by the company/placement office. If this fails, the offer will stand canceled, and the student will be liable for disciplinary action.
- v. If there is more than one placement drive in parallel, students are bound to accept the company's job offer, the result of which is declared first.
- vi. The students who secure one placement offer from the Institute can apply one more time to the companies in any one of the below-mentioned criteria:
- vii. If the first offer received is less than Rs. 4 Lakh CTC,
- viii. Companies having double CTC than the currently secured one
- ix. If a student has two offers in hand, they cannot participate in further placement drives.
- x. If the student has gone through the internship with a stipend and the company has offered full-time placement during the internship, the student should clear all the terms and conditions before accepting a full-time job. If the student has received and did not join, they will be entirely responsible for the subsequent consequences.

### **4. Code of Conduct:**

- i. A student indulging in any kind of misbehavior that affects the decorum of the placement process or the reputation of the Institute will be penalized as per the severity of the situation.
- ii. Any kind of malpractice during the placement process is strictly prohibited. Those indulging in such activities may be debarred from the placement process.
- iii. Students are not allowed to contact the company directly for on-campus placement activities.
- iv. If, at any point in time, it is found that any data provided by the student is incorrect, they will be debarred from the entire placement process.
- v. Students are expected to report on time for any placement-related activity, whether — Talk, Test, interview, or others. If the student is not on time, they will leave the placement activity.
- vi. Students must upload and submit their resumes to companies before the deadline. Resumes, once submitted, cannot be modified. Deadlines will not be extended under any circumstance.
- vii. Any student who secures an off-campus job must report the same to the placement office within one week. Per the placement policy, he/she shall be permitted to sign for other companies. If the student receives two off-campus offers, that student will be out of the placement process.
- viii. If the student secures an internship provided by the Institute but later does not join the same, strict action will be taken against them.

## Placement Policy for Recruiters

### It is recommended that a Recruiter:

- i. Conducts the Recruitment drive early in the semester,
- ii. Issues offer letters immediately,
- iii. Keeps a second choice as a fallback
- iv. Allows students to join the company in the second week of June.

### Recruiters must email the following details to [tpo@sggs.ac.in](mailto:tpo@sggs.ac.in)

- i. Job Profile/description, Job Location, CTC/gross salary, and eligibility requirements of the candidates.
- ii. Training/ probation period, gross salary during & after training/ probation.
- iii. Designation before & after training/probation.
- iv. Service agreement, if any.
- v. Accommodation/Assistance in finding accommodation, if any
- vi. Selection Process - (Pre-placement talk, test (written/online), group discussion, personal interview, etc.)
- vii. Facilities required during campus recruitment, preferred date(s) to visit campus.
- viii. For pooled campus interviews at SGGSI&T Nanded, intimation and details should be made available well in advance. Meals may be provided to candidates from other Institutes on a payment basis, with prior intimation only.

### Updates on the Selection Process:

- i. A list of the shortlisted selected/rejected candidates must be emailed to the Placement coordinator after completing the Selection Process.
- ii. Neither the Placement Cell nor the Institute holds responsibility for students' conduct (not reporting to the company/ misconduct/ resignation/ absconding/ underperformance) once the selection process is completed.
- iii. Once the company selects a student, the responsibility of the Placement Cell ceases. Recruiters may email the selected candidates directly to coordinate/ finalize selection processes.

## 6. Disclaimer:

The placement policy provides guidelines for all placement and internship activities of SGGSI&T Nanded. The SGGSI&T Nanded may change the information provided from time to time. Contact the Training and Placement office, SGGSI&T Nanded, regarding the current official policy and procedure. This is meant to be used only by the SGGSI&T Nanded community and not shared with or distributed to others outside this Institute. No part of this document can be used, copied, or published without prior permission from Director SGGSI&T Nanded.

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