

TRAINING AND PLACEMENT POLICY

OF

**K K WAGH INSTITUTE OF ENGINEERING AND REASERCH
HIRABAI HARIDAS VIDYANAGARI
PANCHAVATI
NASHIK 422003**



Policy: Dr. A P J Abdul Kalam Career Development Center

Preamble: K. K. Wagh Institute of Engineering Education & Research holds the pride of place being the first ever-Engineering Institute established in Nasik, Maharashtra in the year 1984. We have a talent pool of Mechanical, Electronics, Electronics & Telecommunication, Computer, Information Technology, Electrical, Chemical, Production, Civil Engineering and also MBA/MCA students.

In order to meet the global challenges of skilled manpower in the 21st Century, institute has started a separate Career Development Center, named as Dr Abdul Kalam Career Development Center. The aim of this center is to make the students aware about various career options available after becoming an Engineer. The Career Development Center regularly organizes the training programs and conducts campus interviews in the institute. On an average every year 80 to 90 Companies provide job opportunities to our students.

So far, students of our institute have been placed in very reputed companies like: NVIDIA, TCS, Crompton Greaves, KPIT Technologies, Atlas Copco, Kone Cranes Indian Navy, Portscap, FINIQ, Byju's, Montran Corporation (India) Private LTD, etc. The average package of campus recruitment companies is around Rs.3.0 lacs per annum with maximum of 10.0 lacs per annum. This policy of

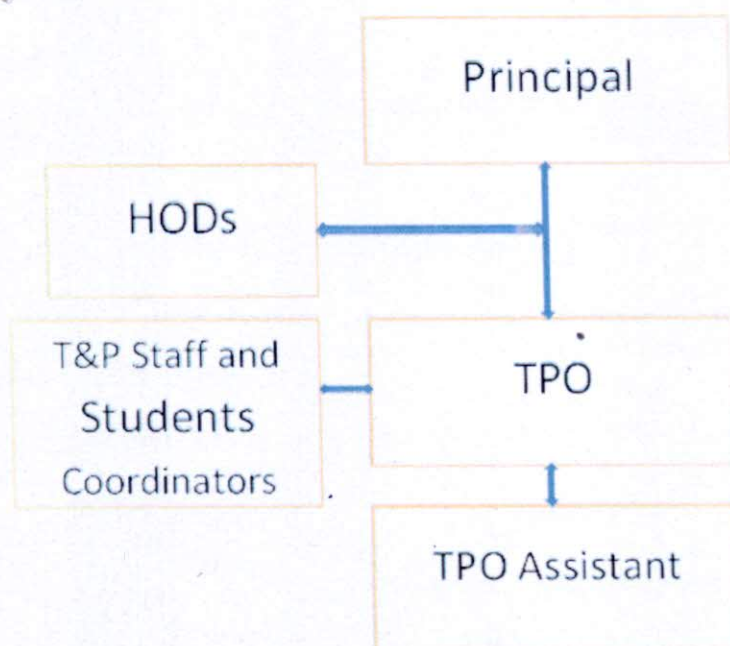
Dr. A. P. J. Abdul Kalam Career Development Center is framed with the following objectives:

- For the smooth functioning of the Career Development Center
- For becoming an effective link between the job seekers and job providers by building up networking with Industries and Alumni.
- To ensure the transparency and clarity in the Training and Placement Activities
- To provide equal job opportunities to students irrespective of their Religion/Caste/Gender/Economic Back Ground
- For enhancing the employability skills of students
- To ensure sustainable employment for all our students

1. Vision and Mission Statement- Separate vision and mission statements are prepared in alignment with institute's vision.

Vision	Empowering the students through proper training and career opportunities
Mission	M1: To groom the students meticulously throughout their course for campus interviews and for various career opportunities.
	M2: To provide placement opportunities to maximum students.
	M3: To extend the state of the art facilities to industries for conducting the campus interviews.
	M4: To provide industries a platform for getting the skilled manpower
	M5: To enhance Industry - Institute interaction for the mutual benefits.

2. Organization Chart of T&P Cell: The Training and Placement Cell is headed by a senior faculty and is having a small group of dedicated and committed staff supported by departmental Training and Placement Coordinators Staff and students coordinators.



Organisation Chart

2.1 Roles and Responsibilities

T&P Cell

- An effective a link between: Industries-College-Academic Departments- Students for sharing information and data.
- Inviting the Companies for conducting the campus selection process
- Organizing the Placement Drive in coordination with academic departments
- Conducting the Training Programs to students in coordination with academic departments
- Maintaining the good relations with industrial association and industries
- Maintaining the student data and placement statistics and forwarding the same to industries and higher authorities as and when required
- Preparation of Placement Brochure and newspaper information and forwarding the same thing to newspaper regularly

Departmental Staff T&P Coordinators:

- Maintaining the regular contact with the T and P Cell
- Coordinating with T&P cell for the smooth conduct of the campus interview
- The respective departments needs the following activities before the drive/during the drive and after the drive:
 - Before the drive: Ensuring that the details of the visiting company, their selection process etc reaches to second year and third year students through their respective class coordinators. This awareness will help the students in the preparation of campus selection process and in identifying dream companies.
 - During the drive: The respective departmental coordinators should participate and must ensure that the process is completed successfully.
 - After the drive: Sharing the list of selected students with the students and also within the respective departments

Student Coordinator:

- Should act as an effective link between Training and Placement Cell and Students
- Should coordinate/volunteer the Placement and Training activities
- Should ensure that the information reaches the concerned students in timely manner.

3. Infrastructural Facilities: A fully dedicated infrastructure is developed for conducting the Training and Placement activities of the institute. This dedicated infrastructure is spread over 5078 Sq.Ft area being named as “Dr. A P J Abdul Kalam Career Development Center”. This center is having a two computer labs with 77 computers for conducting the campus interview activities like online tests. This center is also having separate Group Discussion (GD) and Interview Rooms (PI). Dr. A P J Abdul Kalam Career Development Center is equipped with Video Conferencing facility and is fully connected with Wi-Fi.

4. Activities of the Dr A P J Abdul Kalam Career Development Center

a. **Training of Students:** Students are trained from First Year Engineering for enhancing their employability skills. Training module from First Year to Final Year Engineering is as detailed in the below Table

Class	Name of The Programme	Out come
FE	TPO connect and Expert Seminars/Workshops	Students are made aware about - <ul style="list-style-type: none"> • Training and Placement Cell and its activities, • Details of the visiting Companies and their Eligibility Criteria • Importance of Academic Marks/Percentage
SE	“Team Building and Motivational” Workshops	Students were trained for public speaking, group activity and SWOT Analysis
TE	Structured Training Programs(60 to 70 Hours)	Training the students for Aptitude Test, MOCK Tests and Soft Skills
	HR Connect	Making the students aware about industry expectations
BE	Company Specific Training	Preparing the Students for Placements/Mock Aptitude Tests/Mock Interview
	Programming skills. Post selection Training	Making our students industry ready

Training Module from First Year to Final Year Engineering

b. **Placement Activities:** Placement activities are being conducted by the career development center throughout the colander year. Standard Operating Procedure is prepared for the smooth conduct of the placement activities and is detailed in the 5 the section of this policy

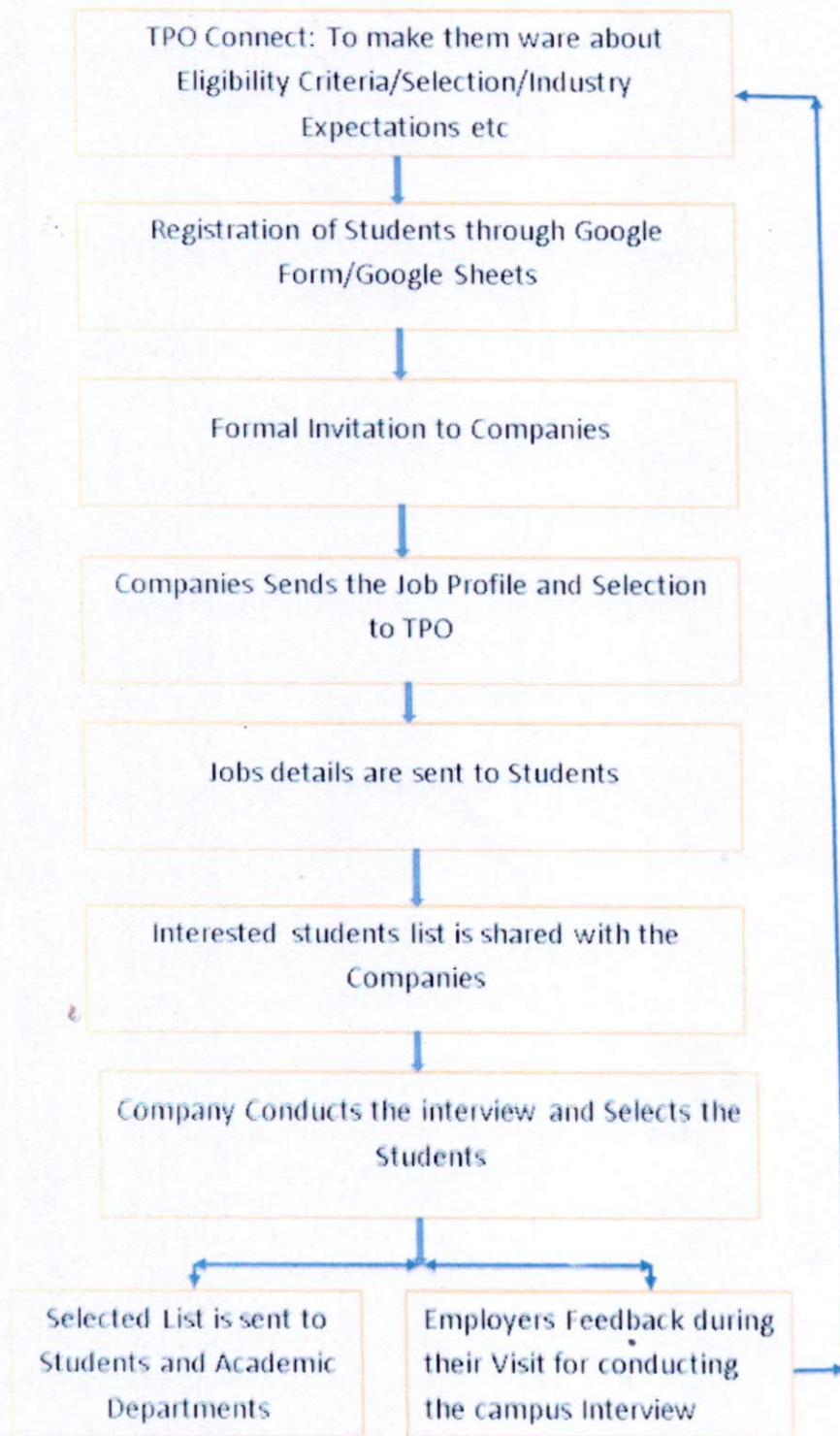
- c. **Students Mentoring:** T&P Cell regularly takes the feedback through Google sheet and Google form, from the students who have appeared for the campus interview. The objective of this feedback is to know: Technical Questions/HR Questions/Coding Questions/Aptitude questions. These collected inputs are shared with the junior students for the preparation of the campus interview.
- d. **Employer Feedback:** Feedback is being regularly collected from employers during their visit to college for conducting the campus interview. This is collected through structure questionnaire by the Training and Placement cell. The objective of this feedback is to know the current level of skills of students and to take the suggestions for conducting the training for enhancing employability skills of our students. The questionnaire includes both open-ended and close ended questions.
- e. **Reaching out to Industries:** T&P Cell reach out to industries for enhancing Industry-K K Wagh Institute Interactions by organizing various industrial meets like CEO Meet/SME Meet/HR Summits/HR Meets. On need basis the Industry- K K Wagh Institute meets are conducted in the Nashik or outside the Nashik. Corporate visits by K K Wagh Trustee/Principal/HODs and TPO are encouraged as and when required. Further, institute tries in maintaining the cordial interactions and relations with the various industrial organizations like CII/CSI/Nashik Industrial Associations like NIMA/AIMA. Institute regularly participates in the various industrial fairs to showcase institutes strength. Alumni also explored for connecting with the HR heads.
- f. **Entrepreneurship Development Activities:** A separate Entrepreneurship Development Cell is created in the institute and is headed by a Senior Faculty. This cell organizes various motivational and Entrepreneurship Development Activities throughout the academic year.
- g. **Study Abroad Cell:** A study abroad cell is created with an objective making the students ware about higher opportunities in the abroad. This cell is supported by the students as coordinators. GRE/TOEFEL Examination center is set up in the institute for giving the examinations.
- h. Other Services Provided by Dr A P J Abdul Kalam Career Development Center:**
- **Learn and Earn Scheme:** Institute encourages the students to work in the T&P Cell under Learn and Earn Scheme.

- **Service to Alumni:** Job opportunities are also being given to our Alumni as and when the lateral entry requirements come from the industries. These job details are being shared with the our Alumni for the further process
- **Preparation of Brochure:** T&P Cell publishes the information brochure every academic year with an objective of making aware about the activities Dr A P J Abdul Kalam Career Development Center with the recruiter and visitors.
- **Institutes Social Responsibility:** Institute extends its facilities (Free of Cost) for conducting the Pool campus interview for the Engineering and Non-Engineering Students with an objective of helping the industries for getting the skilled manpower and also giving the job opportunities to Nashikites. Institute regularly participates in various exhibitions and trade fairs with an objective of attracting the industrial investments to Nashik by assuring industry leaders about the availability of skilled manpower.
- **Students Counseling Facility:** Students are counseled for their psychological and for other behavioral activity by an expert counselor .

5. Standard Operating Procedure of T&P Activities:

- Placements activities of the academic year begin in the first semester with the TPO connect programs and registration of the students willing to participate in the campus interview is done through the Google form. Through these TPO connects students will be counseled to chalk out their career plan- whether to pursue higher education or to seek an employment.
- The Training and Placement Cell invites prospective organizations/industries in the months of July-August of every Academic year, along with all relevant information to participate in the campus recruitment at the institute. The organizations, in turn, can also contact the T&P Officer for their requirement through email, phone or also through K K Wagh Website. Companies willing to participate in the K K Wagh campus interview can register through website. Usually the higher package Companies/MNCs are invited in the early slots of the campus interview.
- Guest house facility will be extended as and when requested by the industries during their campus interview. Usually, companies requesting for the Travelling Expenses are not being encouraged for campus interview in K K Wagh IEER

- The details of the respective final year students opting for placement will be sent to the company/organization concerned, as per their requirement, along with a tentative, mutually convenient date for the campus interviews.
- The company/organization may confirm the date or discuss a mutually convenient date, with the Training and Placement Officer.
- After confirmation by the organizations, a pre-placement talk (PPT) will be arranged on the date. The company will conduct tests and/or group discussions to short list the interested students. If required, telephonic interviews or interviews through video conferencing can be arranged.
- The organization will then interview the short listed students for final selection and will announce the results as soon as possible (preferably on the same day), once the selection process is over. The organization that is unable to finalize the results on the same day and wish to have one more rounds of interviews at their office may do so within a week.
- Selected list of students will be shared with the students and the academic departments through email.



Standard Operating Procedure

6. The following rules and guidelines for the students have been framed for the smooth functioning of the Training and Placement Activities.

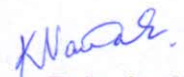
- The students of Final Year Engineering, MBA/ME second year and MCA third year have to fill up the registration form(Google) as per the format given by T&P cell and they are expected to update after every semester examination results thereafter. The updated list will only be the valid document to be considered for any campus drives.

- Students not updating the database will not be allowed to appear for any placement drive and their information will be deleted from placement datasheet. Students should be meticulous in doing this.
- Students those who are planning for higher education must mention about their plans in their registration form. This will be helpful to the T & P Cell to organize the seminar or an awareness programme to help the students for planning their higher education.
- Students those who are planning to become an entrepreneur or wishes to continue their family business must mention in their registration form. This will be helpful to the T & P department to organize an Entrepreneurship Development Programs. Firm up your plans for your future in advance.
- Only the students who fit into the criteria of particular company will be allowed to appear for the recruitment process of that company.
- Students have a choice to choose organization/company to which they want to appear for the campus interview. Students should exercise it carefully.
- A student, who fits in the company criteria, has to express his/her willingness to participate in that campus drive by registering his/her name through the Google form. After expressing his/her willingness to participate in the drive and not present on the day of recruitment without prior permission of the authority, he/she will not be allowed to appear for any campus recruitment process thereafter. Absence for the placement activities is to be avoided at all costs.
- Students must be in proper dress code of formals on the day of campus interview. Avoid using jeans & fancy clothes which adversely affect interviewers. Your appearance leaves an indelible impression in the minds of interviewers.
- Students who avoid for attending further rounds after getting selected in the initial rounds of any company, will no more be allowed to appear for any forthcoming campus recruitment process of any other company.
- Student found doing unexpected behavior like providing false information/cheating/copying in the written test or online test during selection process of any company will not be allowed to appear for recruitment process of any other company. For a student- etiquettes/honesty/sincerity and good manners are the first step to a good career.
- Student once decides to appear for a campus drive, and if selected, will not be allowed to appear for any further campus drives, on any grounds.

- The student once selected through campus, he/she will not be allowed to appear for the further Placement activities. However he/she will be given a one more opportunity to get placed if the package difference is more than 300000 Rs/annum (or as decided by the authorities from time to time). These opportunities will be restricted to maximum 5 numbers only. Further, a student selected will be allowed to attend the interview for the core company in his or her field of study.
- The students are expected to take the benefit various training programs conducted by their respective departments or by Training and Placement Department to get prepared for the campus drive. This type of training programs will definitely help in building their confidence for attending the recruitment process.
- On the Day of the Interview:
 - a. Students are expected to come prepared for the interview as per the given schedule assuming that the process will last till late evening.
 - b. Students must follow the instructions and timings strictly.
 - c. Always carry following things when you attend any campus drive : College ID card, Resume hard copy and soft copy, Passport size photo (2 No.), Original copies of the academic record from 10th onwards, Any other certificate of special achievements, At least one set of Xerox/Attested copy of mark sheets and certificates, Gum stick, Stapler and blank pages.
- Further, students are advised to confirm the email IDs and contact numbers given to placement cell are valid at the end of your final year. Because, the students database is usually being shared with the companies even after their final year for the requirement of GETs/Apprentice Engineers required by different industries. After sharing the data, concerned companies may contact the shortlisted students directly.


TPO




Principal