TRAINING AND PLACEMENT CELL POLICY DOCUMENT
DECEMBER 2020

GOVERNMENT POLYTECHNIC, GONDIA

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GOVERNMENT POLYTECHNIC, GONDIA
GOREGAON ROAD, GONDIA-441601, MAHARASHTRA

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Government Polytechnic, Gondia, India

Vision of Institute

To Create Technically Competent and Socially Responsible Technicians for Industries and Society.

Mission of Institute

The mission of Government Polytechnic, Gondia is-

1. To impart knowledge to cater the needs of industries and society.

2. To develop technical and environment friendly competencies to solve real life problems.

3. To inculcate the spirit of teamwork, ethical values and leadership qualities.

4. To escalate skills of facilities and staff through training.

TRAINING AND PLACEMENT CELL

The cell emphasis on the placement of the students by training and preparing the students to face the real-life situation after diploma in engineering / graduation. An exclusive Placement & Training cell under the guidance of an eminent faculty collects the data of the graduating students and maintains a comprehensive database for ready reference.

The institute provides an environment for comprehensive and harmonious development of the personality. We have regular communicative English Program incorporated in the curriculum as well as implemented baseline examinations for the students to find their field of weaknesses and accordingly improve it. Further, resource persons and professionals from the field of communication and interpersonal skills are invited to equip our students with necessary soft skills required to face the interviews in today's competitive world. Such training exposure enhances the students' employability.

Institute also provides need-based programs through Continuing Education Programs partnering through various industrial MOUs.

TRAINING AND PLACEMENT CELL POLICY

1. The purpose of the training and placement cell is to define the overall structure & process of the training, placement and internship for both students and staff of the institute.

2. It provides platform for developing entrepreneurship, technical competencies and gain potential for students and staff.

3. It acts as the interface between students and various industries (or companies), higher education institutes (or organisations) who are seeking technically competent and socially responsible technicians.

4. Depending upon the interest and potentials of the students, our institute has classified them as academicians, employable technicians and entrepreneurs.

5. To develop the competencies of students (academicians, employable technicians and entrepreneurs) year around 12 sessions of one hour each has been planned. These sessions will provide a platform for students to become technically competent.

6. These activities are further simplified under titles: Higher education (academicians), Job seekers (employable technicians) and Entrepreneurs.

7. These activities are incorporated from the academic year 2020-21 and will be completed one by one simultaneously for the specified targeted students.

8. These activities can be modified or changed as per the requirements and needs of our stake holders, education policy and curriculum as prescribed by MSBTE, Mumbai.

9. To summarize with respect to year around activities:

   Student will be made aware about the -

   • Training and Placement Cell and its activities

   • Details of the visiting Companies and their Eligibility Criteria

   • Importance of Academic Marks / Percentage

   • How to prepare from first year to get good placements or Higher Education or Entrepreneurship.

   • Team Building and Motivation, soft skills Workshops.

   • Structured Training Programs for the students related to Aptitude Test, Mock Tests and Employability development program as per curriculum.

   • HR Connect making the students aware about industry expectations and how to meet those expectations-Bridging the Skill gap

Following tables show various activities for budding academicians, employable technicians and entrepreneurs.

Under the year around activities mentioned below, expert sessions, workshops, seminars and/ or presentations from industry personnel, academicians from renowned institutes and alumni will be organized by our institutes for our students.

TABLE 1: ACTIVITIES FOR HIGHER EDUCATION ASPIRANTS

Sr. No.	ACTIVITIES FOR HIGHER EDUCATION ASPIRANTS	Semester
1	Importance of Post Diploma Education : Need Analysis	Semester 1
2	Post Diploma Admission Scenario in Maharashtra State	Semester 1
3	Post Diploma Admission Scenario in courses Other than Maharashtra State	Semester 2
4	Post Diploma Admissions in Institutes of national Importance (NITs, IITs, IISs)	Semester 2
5	Experience Sharing: Alumni of Grade A Engineering Colleges	Semester 3
6	How to Crack Part 1(Grade A Engineering Colleges)	Semester 3
7	Experience Sharing: Alumni of Reputed Engineering Colleges	Semester 4
8	How to Crack Part 2(Reputed Engineering Colleges)	Semester 4
9	Introduction to advance Programs in Engineering	Semester 5
10	Introduction to Online Knowledge testing Tools	Semester 5
11	Government Organisations conducting Preparatory Courses, scholarship and Fellowship	Semester 6
12	Higher Education Guidance by Eminent Academician	Semester 6

TABLE 2: ACTIVITIES FOR JOB ASPIRANTS

Sr. No.	ACTIVITIES FOR JOB ASPIRANTS	Semester
1	Nature And Classification Of Job.	Semester 1
2	Expertise Required For A Specific Job Area.	Semester 1
3	Preparation For Specific Job Area.	Semester 2
4	Entry Gate To The Big Bulls.	Semester 2
5	How To Crack? (Common Entrance Examinations For Various Jobs.)	Semester 3
6	Learn To Earn And Grow.	Semester 3
7	Post Diploma in Engineering Job Scenarios.	Semester 4
8	Self-Assessment Online Testing Tools (Aptitude Test, Technical Test) Part -1	Semester 4
9	Self-Assessment Online Testing Tools : Group Discussions, HR Rounds , Personality Development Part -2	Semester 5
10	Development of Soft Skill, Business and Public Communication, Part -3	Semester 5
11	Get Ready For Interview : Part -1: Alumni	Semester 6
12	Get Ready For Interview : Part -2: Industry Expert	Semester 6

TABLE 3: ACTIVITIES FOR ENTREPRENEURSHIP DEVELOPMENT & PLANNING.

Sr. No.	ACTIVITIES FOR ENTREPRENEURSHIP DEVELOPMENT & PLANNING.	Semester
1	Entrepreneurs: Heroes - Why and How?	Semester 1
2	Govt Polytechnic, Gondia: Entrepreneurs Factory	Semester 1
3	Govt Polytechnic, Gondia Alumni: Entrepreneurs Experience Sharing	Semester 2
4	World of Entrepreneurs	Semester 2
5	Qualities of Good Entrepreneurs	Semester 3
6	Converting Risk into opportunities	Semester 3
7	Business strategies, Planning, execution & Marketing	Semester 4
8	Entrepreneurship Idea Proposal: Business Proposal	Semester 4
9	Trail Run of Idea	Semester 5
10	Idea into Practice - Part 1	Semester 5
11	Idea into Practice - Part 2	Semester 6
12	Post Idea Implementation Scenarios	Semester 6

GENERAL RULES AND REGULATIONS

1. Detailed database of students interested for placements/ higher education / entrepreneurship will be maintained by TPO and will be updated cell every academic year.

2. Compulsory registration of all students under AICTE INTERNSHALA portal for internship or directly to 'Internshala' company portal as this company provides most of the internships to students.

3. Compulsory registration of all students under BOAT portal for apprentice training.

4. In-Campus recruitment drives / Placement activity will start from the fifth semester and interested students have to register for themselves with TPO cell.

5. Maximum two jobs will be offered to the registered students.

6. If two jobs have been offered then the names of students will be deleted from the database of students who were really interested for placements after a Diploma in engineering.

7. NO in-Campus recruitment drives will be organised or conducted after declaration of final year MSBTE examinations results.

8. Alumni are free at their own will for off-campus recruitment drives and TPO cell will NOT take any responsibilities for the drive process. However TPO cell will assist alumni for trainings and placements opportunities.

RULES AND REGULATIONS FOR PLACEMENT:

1. ELIGIBILITY & REGISTRATION

1.1. All students who expect to complete a diploma from the Institute by the end of the academic year and are seeking employment may register for campus placements with this office.

Placement Registration is for ONE ACADEMIC YEAR ONLY.

1.2. Registration for the final year diploma will be done within the month of July and January.

1.3. Campus placement is a facility provided for the students of Government Polytechnic, Gondia.

Registration is not compulsory at all.

Only registered students are allowed to appear in the campus recruitment process.

1.4. Students having backlogs are advised to improve and register after clearing the backlogs or if any company criteria accept it then only register for placement.

1.5. Students who have acquired their diploma and were not placed in the earlier year will not be allowed to re-register.

1.6. If any student gets a maximum two job offers from two different companies, then he/she will not be allowed to appear further in any other recruitment drive.

1.8. Students will be de-registered from the placement cell if they are involved in any indisciplinary activities in any stage of the campus recruitment.

2. RESUME

2.1. Students are expected to follow the standard resume template (Registration Form) for preparing the resumes and will be provided to the students during fifth semester / final year.

2.2. The details of the resume have to be genuine and any student found violating this rule will be disallowed from the placements for the rest of the academic year and it may be referred to Institute Disciplinary Committee for further action.

3. PRE-PLACEMENT TALKS (PPT)

3.1 Notices of the PPT will be displayed on the notice board of Training & Placement Cell of the Institute. Students should occupy the venue 15-mintues before the scheduled start of the PPT.

3.2 Students interested in a particular company, must attend its PPT without fail.

3.3 Students must clarify details regarding salary break-up, job profile, place of work, bond details etc with the companies during PPT .

4. PLACEMENT PROCESS

4.1 It is the responsibility of the student to check announcements/notices/ updated information/shortlisted names etc. in the notice boards of Training & Placement Cell Office and Placement webpage at Institute website. Students are expected to be in time as per the announcements.

4.2 Late comers for aptitude test/GD / interview may not be allowed to appear for the selection process.

4.3. 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 midst of a selection process will be disallowed from placement for the rest of the academic year.

4.4 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 name will be disallowed from the placements for the rest of the academic year.

4.5 Students found cheating or misbehaving in the selection process PPT/Test/GD/Interview) will be disallowed from the placements for the rest of the academic year.

5. JOB OFFERS

5.1. The copy of the offer letter is required to submit in the placement office.

5.2. MULTIPLE OFFERS:

a) A student is allowed (as per eligibility criteria set by the companies) to appear in the ongoing placement process for multiple companies until the student bags first job offer.

b) 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.

c) If the results are declared on the same day, the student may choose from the offers in hand and inform the placement office of his choice, within 24 hrs of announcement of results.

6. MISCELLANEOUS

6.1 MEDICAL TEST:

The Placement office assumes that every selected student will pass the medical test. If there is a rejection at this stage, the student will be allowed to seek placement through this office again.

6.2 JOINING STATUS:

In case, students decide not to join the company, they should inform the company in writing in advance. They are also required to submit a copy of that letter to the Placement Office.

6.3 DRESS CODE:

Students must be formally dressed with institute uniform whenever they participate in any sort of interaction with a company. This office reserves the right to refuse permission to a student to attend the selection process, if their attire is unsatisfactory.

6.4 IDENTITY CARDS:

Students must bring their identity cards with them whenever they go through a placement process.

RULES AND REGULATIONS FOR TRAINING:

1. According to the detailed database obtained from students during very first year, students will be segregated as per their interest for placements/ higher education / entrepreneurship.

2. Record will be maintained by TPO and will be updated till third semester only and intensive activities as per previously mentioned table number 1, 2 and 3 will be carried out year around till final semester.

3. Trainings for the staff will be provided as per AICTE and DTE, Maharashtra norms.

For all matters not covered by the above regulations, the Training & Placement Cell, Government Polytechnic, Gondia, will use its discretion to make appropriate decisions.

Principal
Government Polytechnic
GONDIA