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Training and Placement Policy

Dr. C.V. Raman University, Khandwa

1. Introduction

The Training and Placement Cell is one of the most important Component of Dr. C. V. Raman University Khandwa. The Placement Cell's primary objective is to provide training and placements to university students. Various activities take place throughout the academic year both in the University. 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 is well organized with resources. The Training and Placement Cell aims to expose students to the nature of the corporate world therefore providing insight to their future professional careers.

1.1 Vision - The Vision of the Training and Placement Cell at Dr. C.V. Raman University, Khandwa, is to empower students with the essential skills and opportunities necessary for building successful professional careers. The cell aims to bridge the gap between academic learning and industry expectations by fostering a culture of excellence and continuous improvement.

1.2 Mission - The Mission of the Training and Placement Cell is to provide students with a robust platform to explore career opportunities, enhance their employability, and align their skills with the demands of global organizations. This is achieved through structured training programs, industry collaborations, and a focus on holistic student development.

“To achieve placement for each student of the university through dedication, attitude and complete involvement is our mission.”

1.3 Scope of the Policy

This policy is applicable to all students enrolled in various programs at the institute and registered with the Training & Placement Cell for placement and/or internship assistance. It outlines the processes and guidelines to ensure effective support and coordination for placement and internship activities. Specifically, the policy encompasses the registration process for students seeking placement or internship assistance, procedures for facilitating placement and internship opportunities, and processes for enabling interactions between students and companies in the context of recruitment or internships.

However, this policy does not cover internships, projects, or industrial engagements that fall outside the approved curriculum of the institute's programs. Additionally, off-campus

placements and internships that are not facilitated by the Training & Placement Cell are beyond the scope of this policy.

2. Objectives

- 2.1 Serve as a bridge between students and companies by enhancing employability and industry networking.
- 2.2 Empower students to become entrepreneurs before completing their courses.
- 2.3 Build strong industry-institute connections to become a preferred campus recruitment choice.
- 2.4 Provide tailored technical and aptitude training to prepare students for specific company requirements.
- 2.5 Ensure equal employment opportunities and career growth for all students.

3. Various Facilities at Training and Placement Cell

The Training and Placement Cell is equipped with modern facilities to support its activities effectively. These include dedicated interview rooms, seminar halls with audiovisual aids, and computer labs for conducting online assessments. Additionally, a resource library is available, offering materials for career development and interview preparation. A dedicated team is always on hand to organize placement drives and training programs, ensuring a seamless experience for both students and recruiters.

- 3.1 Dedicated career counseling team for personalized guidance.
- 3.2 Experienced T&P staff coordinators for efficient placement activities.
- 3.3 Expert aptitude trainers to enhance problem-solving skills.
- 3.4 Specialized trainers for communication and soft skills development.
- 3.5 Mock interviews and group discussions for professional readiness.
- 3.6 Student coordinators to assist in T&P activities.
- 3.7 Industry Institute Interaction Cell (IIIC) for industrial visits and expert talks.
- 3.8 Well-equipped hall for group discussions and brainstorming.
- 3.9 Moodle software for online and offline mock tests.
- 3.10 Spacious conference hall for expert talks, workshops, and placement drives.
- 3.11 Regular technical events and workshops for skill enhancement.
- 3.12 Expert panels for one-on-one interviews and constructive feedback.
- 3.13 In-house technical training programs tailored to diverse fields.
- 3.14 Dedicated focus on soft skills for holistic career preparation.

4. Pre-Placement Programs

The Training and Placement Cell places significant emphasis on pre-placement programs, which are designed to prepare students for successful career placements. These programs are a vital part of the cell's activities and aim to equip students with the skills and confidence required for the recruitment process.

4.1 Workshops and Training:

A series of workshops are organized focusing on essential areas such as resume building, group discussions (GD), and mock interviews. These sessions are conducted by experienced trainers and industry professionals to ensure students are well-prepared for various stages of the placement process.

4.2 Technical and Aptitude Training:

Regular training sessions are held to enhance students' aptitude and technical skills, covering problem-solving, analytical abilities, and industry-specific knowledge by an Aptitude trainer from Training and Placement Cell.

4.3 Soft Skills Enhancement:

Special programs and regular sessions are conducted to improve students' communication, teamwork, and leadership abilities, ensuring they are ready to face the challenges of the professional world. These sessions are conducted by a Soft Skill trainer from Training and Placement Cell.

4.4 In-House Campus Recruitment Program - 'VIHAN':

All final-year students are required to participate in the university's in-house campus recruitment training program, 'VIHAN,' during the first semester of their final year. In future it will be planned for prefinal year also. This comprehensive program covers:

- Resume writing and profile building
- Personal interview preparation
- Aptitude test training sessions.
- Group discussions and public speaking
- Mock interviews and feedback sessions

The 'VIHAN' program is structured to ensure that students are industry-ready by the time they graduate, bridging the gap between academic learning and professional expectations.

By integrating these pre-placement initiatives into the academic schedule, the Training and Placement Cell ensures that every student is well-prepared to secure their desired job opportunities.

5. Special Activities

The Training and Placement Cell plays a crucial role in fostering an entrepreneurial mindset among students by organizing a variety of developmental activities. These include faculty development programs that focus on enhancing teaching methodologies and keeping the staff updated with the latest trends in education and industry. The Cell also conducts entrepreneur

talks, where successful business leaders share their experiences and insights, motivating students to explore entrepreneurial ventures. In addition, seminars and workshops on entrepreneurship are regularly held, providing students with a comprehensive understanding of the challenges and opportunities in the business world.

Special activities organized by the Training and Placement Cell are designed to bridge the gap between academic learning and practical industry experience. These activities include industry visits, where students have the chance to observe real-world operations and gain hands-on experience. Guest lectures by prominent industry experts further enrich the learning experience, giving students valuable exposure to various sectors. Alumni interactions are also facilitated to provide students with insights into career trajectories and professional growth. To enhance career prospects, the institution encourages participation in national and international job fairs, where students can explore job opportunities and network with industry professionals. Additionally, collaborations with start-ups offer entrepreneurial opportunities for students who are keen on starting their own ventures, thus nurturing the next generation of business leaders.

6. Role and Responsibilities of the Training and Placement Cell

The Training and Placement Cell plays a crucial role in shaping the career prospects of students by facilitating various recruitment processes and supporting their professional development. One of its primary responsibilities is to arrange both off-campus and on campus recruitment drives, ensuring that students have access to a wide range of employment opportunities. The cell has established a dedicated unit with a full-time faculty member to manage these activities and ensure smooth operations. It regularly updates corporate recruitment data and maintains ongoing communication with corporate representatives to stay informed about the latest trends and opportunities in the job market. Additionally, the cell provides guidance to students on how to approach companies and offers valuable insights into recruiter's expectations through surveys and feedback from past employers.

The Training and Placement Cell also emphasizes the importance of alumni networking, organizing an annual alumni meet to foster connections between current students and graduates. To enhance employability, the cell conducts training sessions focused on soft skill development and organizes technical workshops for all students, equipping them with the necessary skills to succeed in the professional world. Furthermore, the cell invites prospective companies and organizations to the campus for recruitment drives, ensuring that students are registered for job opportunities that match their qualifications.

On the day of interviews, the cell arranges for various facilities required and ensures that all logistics are in place. Once students are selected, the cell collects and distributes appointment letters to the candidates. In addition to job placements, the cell also facilitates in-plant training at companies to give students practical industry experience. A key responsibility of the cell is to

maximize placement opportunities for students, guiding them on interview techniques, group discussions, and aptitude tests to improve their chances of securing employment.

The School Placement Coordinator or Student Coordinator serves as the primary point of contact for students, handling all clarifications, communications, and registration processes for placement assistance. Students are expected to regularly check announcements, notices, and updated information on the Placement Cell's notice boards to stay informed about recruitment activities and shortlisted candidates. By maintaining a strong connection between students, recruiters, and the Placement Cell, this system ensures that students are well-prepared and aware of opportunities as they arise.

7. Other Responsibilities

Beyond its core functions, the Training and Placement Cell monitors and documents placement statistics to analyze performance and trends. Feedback sessions are conducted with students and recruiters to identify areas for improvement. Events are organized to celebrate placement achievements, and the cell actively promotes diversity and inclusion in the recruitment process.

8. Procedures

Pre Placement Talk - Students should be seated in the venue (Online/Offline) 15 minutes before the scheduled start of the PPT.

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.

9.1 On-Campus Placement Drive Procedure - On-campus placement drives involve the registration of eligible students, followed by notifications about company profiles and job roles. The cell schedules and organizes placement drives on campus, ensuring a smooth process for all participants.

9.2 Pool Campus Placement Drive Procedure - Pool campus placement drives are organized in collaboration with other institutions. Resources and schedules are shared to facilitate a centralized placement process, ensuring maximum participation and efficiency.

10. Eligibility Criteria for Placement Assistance

Students seeking placement assistance must meet specific eligibility criteria. This includes maintaining a minimum attendance percentage as per university norms, demonstrating consistent academic performance, and actively participating in training programs. Adherence to the placement policy is mandatory. Apart from these following points will also be considered:

- Final year students should register themselves by submitting Training and Placement registration Google form from each school of university. Only those students who have registered are eligible to participate in the placement activities.

- Students need to get registered via google form or confirmation to TP Cell when TP Cell gives information of campus drive to students via WhatsApp Groups, Google Groups, College Website, notice boards. Only those students who given confirmation and filled the google form in given deadline will be allowed to attend the campus drive.
- Students having backlog of 4 or more are not permitted to register for placement. Such students are advised to clear the backlogs and then register. apart from it backlogs will be allowed as per recruiter's eligibility criterion.
- The eligibility criteria imposed by the visiting company will be the final.

11. Directive Principles, Rules, and Regulations

The Training and Placement Cell operates based on directive principles that prioritize ethical practices and transparency. All processes and activities are aligned with the guidelines provided by the university and participating organizations.

- If any student does not join the company after getting offer letter and joining date he will be disallowed from participating in upcoming campus drives.
- Students should maintain discipline and show ethical behaviour in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the university name will be disallowed from the placements for the rest of the academic year.

12. Student Placement Cell

The Student Placement Cell comprises student representatives who assist in organizing and promoting placement activities. These representatives act as a bridge between the Training and Placement Cell and the student community, ensuring effective communication and participation.

13. Placement Committee Members

The Placement Committee includes faculty members from each department, the Training and Placement Officer (TPO), and student representatives from prefinal and final-year batches. The committee collaborates to ensure the successful execution of placement activities.

S.NO.	Name of the Staff	Designation Role / Responsibility	Department	Contact Detail

14. Industry Partnership and Collaborations

Strong industry partnerships are a cornerstone of the Training and Placement Cell. Memorandums of Understanding (MoUs) are signed with leading companies and industry bodies to facilitate internships, training, and placement opportunities for students.

15. Alumni Network Involvement

The alumni network plays a vital role in supporting placement activities. Alumni are engaged to mentor students, provide job referrals, and share insights about their professional experiences. Interaction sessions between alumni and students are regularly organized.

16. Feedback Mechanism

A structured feedback mechanism is in place to ensure continuous improvement. Feedback is collected from students on training programs and placement drives, as well as from recruiters regarding their experience with the recruitment process. This feedback is analyzed to identify areas for enhancement.

17. Career Counseling Services

Career counseling services are offered to help students make informed decisions about their career paths. One-on-one counseling sessions and workshops on career opportunities and industry trends are organized to guide students effectively.

- TP Cell provides Career counselling through its VIHAN program.
- TP Cell also do career counselling in groups.
- TP Cell organizes seminar and invites experts, renowned speakers for career counselling.
- Career Counselling bridges the gap between Students and Employers by creating awareness about career options.

18. Soft Skills Development

Soft skills development programs are organized to focus on enhancing communication, teamwork, leadership, and emotional intelligence. These programs prepare students to adapt to professional environments and excel in their careers.

19. Entrepreneurship Support

The Training and Placement Cell encourages students to explore entrepreneurial opportunities. Start-up mentorship programs and support for securing funding are provided to help students turn their innovative ideas into successful ventures.

20. Code of Conduct for Recruiters

Recruiters participating in placement drives are expected to adhere to a code of conduct that ensures transparency and fairness. They must provide clear communication about job offers, roles, and expectations.

21. Grievance Redressal Mechanism

A grievance redressal mechanism is established to address concerns related to placement activities. Students can report grievances, which are resolved promptly to ensure a fair and supportive environment.

22. Post-Placement Support

The Training and Placement Cell provides post-placement support to students, helping them adapt to professional environments. Guidance is offered for onboarding processes, and connections with placed students are maintained for feedback and future collaborations.

23. Tracking and Reporting

Placement statistics are meticulously tracked and documented. Annual placement reports are generated to provide stakeholders with insights into the cell's performance and achievements.

24. Recognition and Awards

Students who excel during placements are recognized and awarded for their achievements. The contributions of the Training and Placement Cell team are also celebrated to motivate continued excellence.

25. Emergency and Contingency Planning

The Training and Placement Cell is prepared for emergencies and unforeseen issues during placement drives. Contingency plans are developed to address technology failures, schedule disruptions, or other challenges, ensuring minimal impact on the process.

26. Training and Placement Policy guidelines for Participating organization

1. The Training and Placement Cell shall invite prospective organizations/industries in the months of October to March of every Academic Calendar, 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.
2. The details of the respective final year students opting for placement shall be sent to the company/organization concerned, as per their requirement, along with a tentative, mutually convenient date for the campus interviews.
3. The company/organization shall then confirm the date or discuss a mutually convenient date, with the Training and Placement Officer. The organizations shall have an option to go for the pool campus recruitment.
4. After confirmation by the organizations, a pre-placement talk (PPT), shall be arranged on the date. The company shall conduct tests and/or group discussions to short list the interested students. If required, telephonic interviews or interviews through video conferencing can be arranged.
5. The organization shall then interview the short-listed students for final selection and announce the results as soon as possible (preferably on the same day), once the selection process is over. Companies announcing results immediately after interviews shall be preferred by the institute and the students for early campus interview dates during the next academic year.
6. The organization that is unable to finalize the results on the same day and wish to have one more round of interviews at their office may do so within a Stipulated time.

27. Job Offer Letter

1. 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 Training and Placement Office immediately.
2. 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.
3. The students selected through campus interview shall complete all the necessary formalities (e.g. medical test) asked by the employer and shall join the organization within stipulated time frame. He/ she shall keep the T & P Cell updated regarding his/ her progress in the Company.
4. T & P Cell, in turn, shall obtain regular feedback from the employer regarding the performance of selected students. As a matter of policy, the selected students shall work at least for the duration of one year in that Organization.

28. Internship Objectives

1. Explore career alternatives before graduation and develop professional links
2. Relate theoretical learning with industrial practices
3. Explore technical abilities required in the field of study
4. Develop skills required for professional success
5. Learn to respect work practices
6. Develop communication and interpersonal skills
7. Understand leadership roles and importance of teamwork
8. Identify the impact of technology on environment and sustainability
9. Understand management principles at work place

29. Internship Guidelines

Students are encouraged to arrange their internship on their own. Students are required to inform in writing to the training & placement cell well in advance that they would be arranging their internship on their own. Training & placement cell will issue a letter requesting the company to accept the student for internship. However, this letter would be issued only on receipt of the complete details (Name, Title, Designation, Company's Name, Postal Address, E-Mail, Phone Number/Mobile Number and Web address).

Training and Placement cell also assist by providing opportunities for internships.

If a case arises where a student gets an internship offer from the campus as well as through a Personal source, it is mandatory for the student to accept the offer received from campus which can be relaxed by head of the training and placement cell on request.

Each student is assigned a faculty guide/Internship coordinator from respective department. Student must know about his/her faculty guide and interact with the concerned faculty before and during the internship. All the students are required to submit the certificate of completion from industry along – with the project report in their respective departments.