RISE KRISHNA SAI GANDHI GROUP OF INSTITUTIONS::ONGOLE

Training and Placement Procedures

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Policy and Procedures for Training and Placement Cell

RISE Krishna Sai Gandhi Group of Institutions

I. Purpose:
To provide guidelines to manage the operations and functions of the Training and Placement Cell (TPC) of the RISE Krishna Sai Gandhi Group of Institutions.

II. Scope:
This policy applies to all stakeholders involved in the placement process, including students, faculty, placement officers, and recruiting organizations.

III. Policy Statement:
At RISE Krishna Sai Gandhi Group of Institutions, it is our policy to ensure that every deserving student gets an opportunity to be placed with reputed organizations. The TPC facilitates this by inviting companies for campus placement and by training students to meet industry requirements.

IV. Procedures:
A.Training:

Assessment of Training Needs:

- Conduct a survey to assess the skill gaps among students.
- Consult with industry experts to gauge industry requirements.

Training Modules:

- Soft skills
- Aptitude tests
- Technical training specific to various departments
- Mock interviews and Group Discussions (GD)

Training Schedule:

- Prepare a yearly calendar for training activities.
- Coordinate with external trainers and internal faculty.

Feedback:

- Collect feedback from students post-training.
- Revise and update training modules based on feedback.

B. Placement:
   Company Outreach:

- Prepare a list of potential recruiters.
- Send invitations for campus placement.
- Handle queries of companies and facilitate their visit.

   Student Registration for Placement:

- Students should register for the placement process.
- Collect resumes and segregate them department-wise.

   Pre-placement Talk:

- Allocate venue and time for the company presentation.
- Inform students about the company visit.

   Interview Process:

- Allocate interview venues.
- Coordinate with the company's HR for smooth conduction of tests, GDs, and interviews.
- Ensure that results are communicated promptly to the students.

   Post-placement:

- Collect joining letters and ensure students receive them.
- Maintain a record of placed students.

C. Database Maintenance:
   Student Database:

- Update details of the final year students: contact, academic, projects, internships.
- Ensure confidentiality of student data.

   Company Database:

- Maintain a record of all visiting companies: contact details, previous placement stats, package offered.

D. Relationship Building:
   Alumni Network:

- Maintain contact with alumni.
- Organize alumni talks for mentorship.

Industry Interaction:

- Organize industrial visits.
- Conduct seminars and webinars with industry experts.

V. Roles & Responsibilities:

Training & Placement Officer (TPO):

- Overall in-charge of TPC.
- Liaison between the college and companies.
- Coordinate with department heads for training programs.

Faculty Coordinators:

- Assist TPO in organizing training programs.
- Help in the coordination of the placement process.

Student Volunteers:

- Assist in logistics during company visits.
- Help in data collection and dissemination.

VI. Confidentiality:

- All data related to students, faculty, and companies shall be kept confidential and shall not be disclosed to any unauthorized person.

VII. Review:

This policy will be reviewed annually or as and when required to ensure its relevance and effectiveness.