



**Jawahar Education Society's**

**A. C. Patil College of Engineering, Navi Mumbai**

## **INTRODUCTION**

Keeping in view of the large demand for the skilled manpower in most of the industrial sectors, Training and Placement Cell at A C Patil College of Engineering works continuously to provide quality training and certification opportunities to our students to choose from as per their interest and branch of study and also works hard not only to improve their technical skill-sets as per the industry need but also to groom the students to inculcate human values so as to become a good human being and a responsible citizen to contribute for the overall development of our country.

### **STANDARD OPERATING PROCEDURE OF TRAINING & PLACEMENT CELL**

- Registration of the all final year students for campus placement activities with respective departmental placement coordinators at the beginning of the 7<sup>th</sup> semester.
- Classification of student's database by respective placement coordinators as per the standard eligibility criteria's set by the companies and submitting the same to T and P Cell.
- Preparation of the summary of all data as received from departmental placement coordinators as per the classifications for quick sharing with companies as per demand.
- Conduction of assessment tests as freely provided by vendors to all the registered students to assess student's skills and readiness for the campus recruitment and analysis of the same.
- Based on the assessment result, to arrange soft skill and technical skills training courses preferably for all students. T and P cell recommends that all students should undergo soft skill and technical skills trainings before appearing recruitment process.
- Sending campus placement invite to all companies for on-campus recruitment and follow-up there on with them.
- Confirmation of campus recruitment dates on mutually convenient days.
- Sending information to students as well as the concern placement coordinators about the schedule of the company visit and other details as shared by the company at least three days in advance.
- Execution of the on-campus recruitment process with the help of the students members of the T and P Cell, departmental placement coordinators.
- Announcement of recruitment result to the concern participant students as well as to the concern departments once shared by the company and displaying the same on college notice boards.

- Confirmation of acceptance of the offer letter from the selected student and sending the acknowledgement to the concern company within one day from the announcement of the recruitment result.
- Necessary follow ups with selected students to submit the copies of the offer letter to T and P cell as well as to concern departmental placement coordinator.
- Receiving applications from students selected for the internship and / or students interested for applying for internship and to issue them college covering letter. To receive a copy of the internship completion certificates as received by them from the Concern Company / organization.
- Organization of carrier guidance seminars for the students i.e. higher studies opportunities after UG, PG and preparation for the competitive examinations leading to these courses in first week at the start of the academic year.
- Organization of mock campus placement drives to perform better in campus placement in first week at the start of the academic year.