

**DEPARTMENTAL PROCEDURE FOR PLACEMENT OF STUDENTS
NO.DP/PLAC/01**

PROCEDURE

- 6.1 Training and placement officer contacts HRD department of companies in and outside Baramati. He also ensures that broucher, institute details are given to these companies. Records of invitation for campus interview (FL/PLAC/01) are maintained.
- 6.2 Based on the response received on the activities mentioned in 6.1 above an invitation letter is sent to HRD department inviting them for campus interview. Some companies accept our campus interview invitation and inform the date suitable for them. Students are informed accordingly for appearing for the interview.
- 6.3 In case of companies who ask students to visit their premises for interview, we inform the students accordingly. Those who are interested in attending the interview are given the details.
- 6.4 The records are maintained for the activities mentioned for 6.2 and 6.3. From these records various statistical details like number of companies interested in placement, number of students placed, number of students failed to get placement are extracted. These campus interview reports (FL/PLAC/02) are stored and used for the next year placement.
- 6.5 Students who are already placed, their details (FL/PLAC/03) like present address, organization where they are working, present positions are retained in file.
- 6.6 Alumni mentioned above are contacted at least once in a year or as and when required during the year through E-mails to ensure their presence in the organization can be for benefits of our future passing out students.
- 6.7 Every year for passed out students, a group has been created on Internet to communicate with them. Feedback and suggestions are invited from alumnae through E-mails or personally during alumnae meet.

**DEPARTMENTAL PROCEDURE FOR TRAINING OF STUDENTS
NO.DP/PLAC/02**

6. PROCEDURE

- 1.1 Students are trained by conducting expert lectures and short term courses.
- 1.2 The area of training is identified depending upon the feedback received from companies coming for placement.
- 1.3 For identified areas, training company/ person is identified by Training and Placement officer. After obtaining Principals approval, it is invited for training of students.
- 1.4 Schedule of students is adjusted by discussing with HOD for the training period.
- 1.5 After the training, feedback about training is obtained. Evaluation of feedback is used for further training courses.
- 1.6 List of trainings conducted, (FL/PLAC/04) feedback regarding training (FL/PLAC/05), are maintained for future reference.