

TRAINING & PLACEMENT CELL

Vision

To be the driving force behind the professional success of our engineering students by providing comprehensive training, industry-relevant skills, and robust placement opportunities.

Mission

To empower our students with the skills and resources they need to ensure that they reach their full potential and secure rewarding employment opportunities

Introduction

The Training and Placement Cell plays a pivotal role in educational institutions and organizations, focusing on connecting students with potential employers and supporting them in career development, skill enhancement, and successful job placements.

Objectives

1. **Facilitating Employment:** Assisting students in securing job opportunities through recruitment events, interviews, and connections with potential employers
2. **Enhancing Skills:** providing training and workshops to improve students' employability, enhancing their competitiveness in the job market.
3. **Guidance and Counselling:** Offering support and advice to help students make informed career choices and align their skills with their aspirations
4. **Industry Collaboration:** Building and nurturing relationships with industries and organizations to ensure the curriculum remains relevant to industry needs
5. **Internship Support:** Facilitating internships and industry exposure, enabling students to gain practical experience and insights.
6. **Alumni Engagement:** Involving alumni in the placement process, leveraging their expertise, and sharing job openings and mentorship.
7. **Data Management:** Maintaining records and data on placements, student profiles, and recruitment trends for analysis and improvement
8. **Career Development Initiatives:** organizing seminars, workshops, and guest lectures to prepare students for professional life
9. **Feedback Collection:** Gathering input from students and employers to enhance the quality of placement services and address concerns



TRAINING & PLACEMENT CELL

Training and Placement Policy

Part A: Policy for Trainings

- 1) The candidate should follow all the instructions provided by the Training and Placement Cell about training programs.
- 2) Students have to provide their authentic personal details when completing registration for the training.
- 3) Attendance for the training sessions is compulsory, and students with less than 75% attendance will be issued a warning. Further continuation of the defaulter will result in debarring from the placement process.
- 4) Students should attend aptitude and soft skills training, technical training, mock interviews, and group discussion sessions; it will help to increase their employability skills.
- 5) To conduct a training at department level, prior approval from T&P Cell should be taken.
- 6) Students should complete the trainings, workshops, and seminars suggested by the recruitment companies.

Part B: Policy for Internships

- 1) The Training and Placement Cell is dedicated to facilitating internships that offer engineering students valuable practical experience.
- 2) Students have to register for the internship opportunities provided by the Training and Placement Cell.
- 3) Internship opportunities facilitated by the Training and Placement Cell are open to all registered engineering students who meet the criteria of satisfactory academic progress as defined by the respective engineering department and adherence to the college's code of conduct and ethical standards.
- 4) Students should start seeking internships after completing their semester 3 examination and are advised to consult with their Training and Placement Cell regarding the most suitable timing.
- 5) Students should get approval from the Training and Placement Cell to apply for any internship. Students will be allowed to do internships during the semester break only.



TRAINING & PLACEMENT CELL

- 6) Training and Placement Cell will provide the internship opportunities; at the same time, if students have any opportunity directly from industry, they should obtain proper permission from Training and Placement Cell.
- 7) During their internships, students are expected to:
 - Adhere to the terms and conditions set by the employer.
 - Fulfil the responsibilities and objectives outlined in the internship agreement.
 - Maintain regular communication with their assigned mentors or supervisors.
 - Seek guidance and support from the college's faculty or the Training and Placement Cell when necessary.
- 8) Interns may be required to submit regular progress reports or other documentation as specified by the employer.
- 9) Students are expected to maintain the confidentiality of sensitive information they may come across during their internships.
- 10) Students should adhere to the ethical and professional standards set by the employer and the college.
- 11) Students should try to do a minimum of two internships from Semester 3 to Semester 6.
- 12) After completion of the internship, students should submit a report and a certificate to the Training and Placement Cell.
- 13) After every semester, the T&P Coordinator of the department should submit the original internship file to the T&P Cell within 15 days after the start of the next semester. A xerox copy of the file can be kept in the respective department for reference.

Part C: Policy for Industrial Visits

Objective:

This policy outlines the guidelines, procedures, and expectations governing industrial visits for students and faculty at Terna Engineering College. These visits are integral to enriching students' practical understanding of engineering concepts by exposing them to real-world applications.

Scope:

This policy applies to all students, faculty members, and staff involved in the planning and execution of industrial visits arranged by Terna Engineering College.



TRAINING & PLACEMENT CELL

Policy Guidelines:

Planning and coordination:

Industrial visits must be coordinated by a designated faculty member or committee in coordination with the Training and Placement Cell. Adequate planning, including logistics, scheduling, and permissions, should be done well in advance in coordination with the Training and Placement Cell.

Selection of Industries:

Industries to be visited should align with the curriculum and the educational objectives of the engineering program. The industry should be finalized with the help of T&P Cell. Consideration of safety and ethical factors is paramount in selecting industries.

Permission and Liability:

Participants, including students, faculty, and staff, must sign a liability waiver before taking part in industrial visits. The department must secure all necessary permissions and clearances from chosen industries and local authorities in coordination with the Training and Placement Cell.

Code of Conduct:

Participants must adhere to a code of conduct during the visit, which encompasses compliance with company rules, safety guidelines, and confidentiality agreements. Any violation of conduct may lead to disciplinary action.

Safety and health precautions:

Prioritizing safety, all participants must follow industry-specific safety guidelines. First aid kits and emergency contact information should be accessible during the visit.

Academic Integration:

Departments are responsible for planning academic activities related to the industrial visit, such as orientation, post-visit discussions, and assignments.

Transportation and Logistics:

The concerned department should ensure that safe and punctual transportation arrangements are made available for participants to and from the industrial site.



TRAINING & PLACEMENT CELL

Provisions for meals and refreshments during the visit should be ensured.

Feedback and Evaluation:

After each industrial visit, participants are encouraged to provide feedback to the organizing committee to enhance future visits. Faculty members will assess the educational impact of the visit and make necessary adjustments.

Review and amendments:

This policy will undergo periodic reviews to maintain its effectiveness and alignment with the college's goals and objectives.

Enforcement:

Non-compliance with this policy may result in disciplinary measures, including restrictions on future participation in industrial visits.

Industry Visit Report:

Concerned department T&P Coordinator should submit the industrial visit report to the T&P Cell within 7 days after the visit. A xerox copy of the report can be kept in the respective department for reference.

Part D: Policy for the Campus Placement Process

- 1) Students have to follow guidelines as mentioned in the placement policy.
- 2) If a student is interested in appearing for a placement drive, registration for the drive is mandatory.
- 3) All necessary training suggested by the company or T&P cell should be completed by the interested candidate to appear for the placement drive.
- 4) The shortlisting of the students for the placement drive is done by the concerned company. Shortlisting criteria may change according to the requirements of the company.
- 5) It is mandatory for all students appearing for any process of campus drive to come in formals. Students must keep their identity card with them at the time of the pre-placement talk (PPT), test, group discussion, or personal interview and produce it when demanded by the visiting team or T&P Cell staff.
- 6) Two copies of a resume, passport-size photographs, and a pen and pencil should always be available with the students appearing for the placement process.



TRAINING & PLACEMENT CELL

- 7) Attendance at the pre-placement talk is mandatory after registration to be eligible for further placement.
- 8) Students proceeding after the pre-placement talk for the next step in the selection process of a company cannot quit in between. If a student quits in the middle of the process, then he or she will be debarred and will not be allowed to appear in any other future placement events. Students have a fair chance to inform the Training and Placement Officer (TPO) of their decision not to continue with the placement process, but the final decision is with the TPO.
- 9) All post-job-offer communication between the student and the company should be channelled only through the placement cell.
- 10) Selected students should submit the offer letter and joining letter to T&P Cell within 7 days of receiving them from the company.
- 11) Selected candidates should follow the instructions and guidelines regarding the onboarding process of the concerned company.
- 12) T&P Cell will help for the smooth onboarding of the selected candidates. For any kind of delay in onboarding by the concerned company, T&P Cell will not be responsible.
- 13) If a student gets placed in a company, he or she will not be allowed to appear for the campus placement drive of the new company until the Dream Package policy is implemented for the batch. The Dream Package Policy will be implemented after 70% of students get placed, and the package provided by the new company should be at least 2 lakhs more than the previous offer.
- 14) For the pool campus drives in other colleges or if the company conducts any round outside the campus, the students who have registered or been selected should compulsorily participate in the process. Students remaining absent in such cases will be barred from any further placement opportunities.
- 15) Any kind of misbehaviour or complaint reported by the company officials will be taken seriously, and if proven, the student will be debarred from future campus placements.
- 16) Direct communication with company officials is not allowed.
- 17) Students should continue to follow the Training and placement policy after being selected by company. Non-compliance with the placement policy may lead to withdrawal of the offer letter.
- 18) If a student is blacklisted, then he or she can approach the placement committee to make a formal request for removal from the blacklist.

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