



NAAC Accredited

Vidarbha Bahu-uddeshiya Shikshan Sanstha's

TULSIRAMJI GAIKWAD-PATIL
College of Engineering & Technology

DTE CODE : 4151

— POLYTECHNIC —

MSBTE CODE : 1683



3.32 CGPA

(Approved by AICTE, New Delhi and Govt. of Maharashtra & Affiliated to MSBTE, Mumbai)

• An ISO 9001:2015 Certified Institution

• Web: www.tgpcetpoly.com

• NH7, Mehgaon, Wardha Road, Nagpur - 441108

• Email: principalpoly@tgpcet.com, 1683principal@msbte.com

• Contact: 97637 11372

Date: 10/06/2023

Comprehensive Placement Policy for Diploma

1. Objective

The Training & Placement Cell aims to bridge the gap between industry expectations and academic learning by:

- Providing **equal and fair opportunities** to every diploma student for employment and internships.
- Preparing students with the professional, technical, and interpersonal skills required in the workplace.
- Building long-term partnerships with industries to improve employability of students, particularly from rural backgrounds.

2. Scope

This policy applies to all **final-year** enrolled in diploma programs across all departments, including Mechanical, Civil, Electrical, Computer, Electronics, and allied streams.

3. Eligibility Criteria

Academic Requirements

- Minimum **aggregate of 60%** or as per company specifications.
- **No active backlogs** during the placement drive. Students with cleared backlogs must submit proof before the joining date.

Behavioral & Attendance Requirements

- Minimum **75% attendance** in regular classes and at least **80% attendance** in all Training & Placement activities.
- Consistent good conduct and discipline throughout their academic tenure.

Pre-Placement Training Compliance

- Completion of all mandatory TPC training sessions (aptitude, communication skills, mock interviews).

4. Registration Procedure

1. **Application:** Students must register to the TPC or submit a physical application before the announced deadline.
2. **Documents Required:**
 - Updated CV in the TPC-approved format.
 - Attested copies of mark sheets for all semesters.
 - Two recent passport-size photographs.



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- College ID card copy.

5. Pre-Placement Preparation

The TPC will provide a structured training roadmap:

- **Soft Skills:** Communication, presentation, teamwork, business etiquette.
- **Technical Skills:** Department-specific workshops, CAD/CAM, IoT, PLC programming (as relevant).
- **Aptitude & Reasoning:** Regular practice tests.
- **Mock Interviews & GDs:** Simulated sessions with industry experts and alumni.

Attendance in these sessions is **mandatory** to be shortlisted for campus drives.

6. Placement Drive Guidelines

- **Dress Code:** Formal attire with college ID is compulsory for all TPC events.
- **Punctuality:** Students must report at least 30 minutes before the scheduled time.
- **Selection Procedure:**
 - Pre-placement talk → Aptitude/technical test → Group Discussion → HR/Technical interview.
 - Students must attend all stages once they confirm participation.

7. Offer Management & One-Job Policy

- **Single Offer Rule:**
 - Once a student receives an offer from a **core engineering company**, they will not be eligible for further drives.
 - Students placed in a **non-core or low-package** company may reappear only for core or higher-package companies as per TPC discretion.
- **Offer Confirmation:** Students must submit a signed acceptance of the offer within three working days of receiving the appointment letter.

8. Code of Conduct

- Maintain professional behaviour during all company interactions.
- Do not contact recruiters directly without TPC knowledge.
- Provide only **authentic academic details** in resumes and interviews.
- Any misrepresentation will result in **permanent debarment** from placement activities and reporting to the Principal.

9. Internships & Apprenticeships

- TPC will facilitate internships aligned with AICTE/State Board curriculum.
- Students must:
 - Adhere to the host organization's rules.



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- Submit internship completion certificates and a final report to the department.

10. Roles & Responsibilities of Students

- Keep TPC informed about:
 - Any off-campus offers or external placements.
 - Changes in contact details.
- Attend scheduled company drives punctually.
- Join the employer on the specified date of joining.

Roles & Responsibilities of Training & Placement Cell

- Establish and maintain strong industry relationships.
- Organize industry visits, expert talks, and job fairs.
- Share company profiles and selection criteria in advance.
- Provide transparent updates on placement statistics.

Faculty Coordinators

- Mentor students for skill development.
- Ensure departmental communication regarding drives and schedules.

11. Special Provisions for Rural Students

Recognizing the rural background of many students:

- Additional sessions in **spoken English and workplace communication**.
- Career counselling for students who wish to pursue higher studies.
- Guidance for government apprenticeship programs and self-employment schemes.

12. Policy on Absenteeism & Misconduct

- Absence after registering for a drive without valid reason may lead to:
 - Written warning for the first instance.
 - Debarment from future placement drives for repeated offenses.
- Any act of indiscipline, misbehaviour, or cheating during a test/interview will lead to immediate disqualification.

13. Amendments

- The TPC reserves the right to modify or update this policy to reflect changing industry needs or institutional requirements.
- Updates will be communicated through official circulars and notice boards.


Principal

Principal
Tulsiramji Gaikwad Patil College Of
Engineering and Technology