

Training & Placement Cell

Dr. S. & S. S. Gandhi College of Engineering & Technology, Surat

Placement Guidelines/Policy for Students

Introduction:

Training and Placement Cell is an integral part of the institute. The institute has provided the adequate infrastructure for the effective functioning of the cell. Training activities are organized throughout the year in an effort towards preparing the students for the campus selection programs/recruitment programs. The cell keeps on inviting various industries and reputed firms for campus recruitment. The cell is sensitized to function all through the year towards generating placement opportunities for the students. With the cordial relationship and constant efforts of Training & Placement reputed industrial houses across the country visit our institute regularly for the campus recruitment programs. The cell mold and prepares the aspirant to face the competitive world.

The major functions of the Training and Placement department involve:

- Organizing grooming sessions in making the student community employable and to meet corporate expectations.
- Organizing and coordinating Campus Placement/recruitment Programs.
- Establishing a cordial relationship with the Industries, inviting them for Campus recruitment drives, organizing technical seminars, workshops, and other technical sessions. Industry personnel is invited periodically to enrich the knowledge of our student community with the latest technological innovations and industry practices.
- Maintaining & providing updated database, job profiles, recruitment patterns of the companies which help to analyze and prepare the mindset of the students.
- To prepare students to face campus interviews by arranging adequate training in Aptitude tests, Group Discussions, Preparing for Technical and HR interviews through trainers
- Providing requisite training to students in the areas of Personality Development and Communication Skills.
- Interacting with recruiters for campus placement.
- Industry Institute Interaction activities to develop knowledge and skills of students.
- Providing hospitality to the recruiters for nearby colleges as well as other district college's applicable students for the recruitment drive at our institute.
- On behalf of institute TPO cell initiate MoU with certain industries as well as recruiters.

Eligibility & Registration

- Final year students seeking employment should register for campus placements with willingness form through their respective Departments.
- Campus recruitment is meant for final year students of Diploma. (& Pass out students whenever an opportunity comes through).
- An active team comprising of Faculty from every program is formed for placement related activities.
- Students are advised to go through the announcements/notices made through notices put up on students Notice boards, email, what's- up group & Website for the suitability of candidature. same.
- Students shall prepare their resume under the supervision of the faculty highlighting their achievements, Industrial Training & Projects and anything beyond the curriculum which enhances the employ ability of the students.
- Recruited students from the TPO platform may not allow for the registration in the upcoming recruitment.
- Proper casual minimum dress code is required like professional engineer for the process.

Placement Procedure for Companies

- Companies are invited through e-mail and phone calls.
- Companies were/are interested in recruiting from our institute (SSGP Surat) students must send the Job Announcement mail, indicating that they have accepted the Policy and the placement procedure adopted by the Placement Cell. Information gathered through the medium of the email is as follows:
 - ❖ The declaration of a compensation package.
 - ❖ Confirmation of campus visit and preferred dates.
 - ❖ The procedure to be followed during the campus recruitment drive.
 - ❖ The Job Profile(s) & designation(s) offered.
 - ❖ The company/organization should confirm or negotiate their dates with the Cell.
- Pre-placement talks are held at the Institute during which the companies shall make presentations about their operations and job profile(s) offered.
- The company is required to furnish the final list of selected students soon after the completion of the selection procedure, on the company's letterhead, duly signed.
- The company shall send or hand over the offer letter only to the Placement Office/Officer within a set time-frame and with mutual understanding.

DRESS CODE

Students must be formally dressed whenever they participate in any interaction with a company

**This office reserves the right to refuse permission to a student to attend the selection process/PPT, if they do not dress up formally.

Students are expected to know the norms for formal wear; for the benefit of those who claim ignorance, please note that the following are strictly not allowed:

* **T-shirts with printed text; un-collared T-shirts;**

* **Shorts**

* **Jeans**

* **Shirt not-tucked in**

* **Chappals / flip-flops**

Relating to Placement Guidelines:

1. The role of T&P (Training & Placement) Cell is a facilitator for placement related activities.
2. The Placement facility is available to all the students registered with T&P Cell through the policy **ONE JOB TO ONE STUDENT AT THE FIRST INSTANCE** to ensure that every student will get an equal job opportunities where only few students do not consume up all the jobs.
3. Any student against whom show cause notice/warning letter have been issued by Department/Hostel/Library/Administration or any other; will not be allowed to appear in campus Recruitment. The students are required to submit a certificate showing their academic performance as well as satisfactory conduct in the institute/hostel signed by all concerned department faculties & wardens to the faculty In-Charge Training & Placement for further consideration.
4. Any negative remark in this regard made by any faculty or warden against any student will make him/her ineligible for the entire campus placement process. Besides, Any student against whom more than one warning letter is issued will not be allowed to appear in campus interview.
5. Unemployed students of the institute are given first priority for the placement/recruitment.
6. All students must keep their identity card with them at the time of PPT/Written Test/GD/PI and produce the same when demanded by the visiting team or T&P Cell Staff.

Formation of committee at Institute: The Training & Placement cell committee is to be formed by Head of the institute. The committee may include one officer (TPO – 1) for staff training, one officer (TPO – 2) for student training and placement, 3 Assistant TPO officers, concern faculty members from the all departments, 3 or 4 students representative.

Committee at Institute:

S.N.	Name of Officer	Designation	Department
1.	Mr. V. A. Jha	Head TPO – 1	Applied Mechanics
2.	Mr. H. V. Gohil	Head TPO – 2	Mechanical
3.	Mr. M. H. Koladiya	Assistant TPO	Mechanical
4.	Mr. D. B. Partiwala	Assistant TPO	Applied Mechanics
5.	Mr. J. B. Vasava	Assistant TPO	Science & Humanities
6.	Ms. Komal Patel	Soft Skill Development	Science & Humanities
7.	Mr. P. D. Panwala	Department Co-ordinator	DTPT
8.	Mr. C. D. Nakrani	Department Co-ordinator	DTMT
9.	Mr. S. K. Teraiya	Department Co-ordinator	Mechanical
10.	Mr. S. N. Vasava	Department Co-ordinator	Mechanical
11.	Mr. C. D. Chaudhari	Department Co-ordinator	Electrical
12.	Mr. G. D. Gabani	Department Co-ordinator	Electrical
13.	Mr. N. S. Sinha	Department Co-ordinator	Electrical
14.	Mrs. Sonali Patel	Department Co-ordinator	Civil
15.	Ms. R. D. Goswami	Department Co-ordinator	Civil
16.	Ms. Kartila Uchadadiya	Department Co-ordinator	Civil
17.	Ms. Sonam Patel	Department Co-ordinator	Metallurgy
18.	Mr. T. K. Kyada	Department Co-ordinator	Metallurgy
19.	Mr. R. J. Ladumor	Department Co-ordinator	Automobile
20.	Mr. V. N. Makwana	Department Co-ordinator	Power Electronics
21.	Mr. D. N. Dhangar	Department Co-ordinator	IT
22.	Ms. Shruti Chavda	Clerical Work	Mechanical

Training & Placement Officer Duties

- To look after the training and placement activities of students.
- To have close liaison with industry for the placement of students.
- To work in consultation with coordinator Industry –Institute interaction for organizing lectures from the professionals and industry.
- To collect feedback from the companies coming for placement.
- Arrange training programs for soft skills and for interview facing skills for the students using institutional and external expertise.

Policies and Practices of Faculty Training

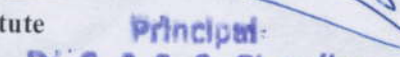
Policy of Technical Education Department


- Department and faculties should carry out Training Need Analysis (TNA) to strengthen manpower and have equal distribution as per curricular.
- Faculties should attend subject specific training programmes, conferences, workshops, and seminars during vacation period.
- Department should organize subject specific training programmes, conferences, workshops, seminars.
- Department should submit proposals to get funding for organizing training programmes, conferences, workshops, seminars, etc.
- Faculties and students should carry out research work and publish papers and patents on regular basis.
- Institute and Department should motivate faculties without PhD degree to register for PhD programme.

Policy of the Institute

- To strengthen training activities for faculties and staff of all the technical institute of Gujarat (Dr. S. & S. S. Gandhi college of engineering and technology, Surat is one of the institutes), a systematic approach is evolved and all types of training activities are being route through faculty and staff development (FSD) Portal developed by DTE, Gujarat.
- Participation into any training program will be in accordance with the training need analysis (TNA) and through the web-based application only.
- Training areas are categorized in own discipline, induction, inter-discipline, industrial and administrative.
- Choice for the training available are of National level Organization, Institute of National Importance, State level organization, Training through video conferencing or MOOC based training like NPTEL, edx, etc.
- To give equal opportunities to all faculties and staff, maximum two training per year for an individual faculty is allowed.
- After completion of the training, a faculty must upload their certificate on TNA portal.

Head of the Institute


Principal
Dr. S. & S. S. Gandhi
College of Engg. & Techn.
SURAT.


Head TPO

TRAINING AND PLACEMENT OFFICER
(G.E.S. Cl. II)


Dr. S. & S. S. Gandhi Engg. College

Majura Gate,

SURAT - 395 001

Institute Seal




Asst. TRAINING AND PLACEMENT OFFICER
(G.E.S. Cl. I)

Dr. S. & S. S. Gandhi Engg. College

Majura Gate,

SURAT - 395 001