

Ref: APC/TPO/2016-17/SOP

TRAINING & PLACEMENTS COMMITTEE

STANDARD OPERATING PROCEDURE (SOP)

A.Y- 2016-17


1. Training & placement committee need to be reformed when there is a change in members of the committee.
2. SOP will be prepared by Training & Placement committee for every academic year depending on the past experience.
3. Conduction of regular meeting with the committee members by passing circulars and intimating the agenda, Date & Time and Venue.
4. The Training & Placement committee need to be formed to meet the training Requirements of entire student community. Also look forward for better career opportunities among the students by enabling them on latest technologies.
5. The committee maintains cooperate engagement through various platforms such as Lectures, Interactions & Summits.
6. The Training & Placement committee maintains good relation with Various Organisations HR's to train the students as per their requirements.
7. The committee acts as an advisory to the Training & Placement cell to suggest necessary steps to be followed to increase the number of sections.
8. Usually the Training sessions are planned to conduct from II year students to make them fit for the upcoming placements activities along with their regular academics.
9. The committee organizes specific training programmes based on company requirement.
10. The committee also provides regular seminars to motivate the students and continuous mock interviews to benefit the students during placement drives.
11. The company Supervises and manages the whole placement process in collaboration with Training & Placement Cell.
12. Feedback is Collected from Placement Personnel (Technical & HR's). Based on the feedback received, the committee conducts a meeting for any further changes necessary.



Co-Ordinator

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