



JEEVAN JYOT EDUCATIONAL CHARITABLE TRUST

# REENA MEHTA COLLEGE

of ARTS, SCIENCE, COMMERCE & MANAGEMENT STUDIES

Affiliated to University of Mumbai | NAAC Accredited B Grade with 2.41 CGPA | ISO 9001:2015 | Gujarati Linguistic Minority  
Section 2 (f) of the UGC Act 1956

## Standard Operating Procedure(SOP)

### Training and Placement

#### I. PURPOSE

1. The training and placement cell of institute is responsible for carrying out placement related activities.
2. It consists of representatives from each department and acts as an academic program of the students and their suitable employment.
3. Time to time placement assistance is also provided to these students by organizing interaction with various organizations.
4. Training and placement cell also organises pre-placement training/ workshops/seminars/talks to create awareness among students about their career prospects.
5. Students of institute are given job opportunities through on campus placement facility.

#### II. PARTIES INVOLVED

1. Management
2. Principal
3. Alumni
4. Placement Cell
5. Students
6. Industry/Corporates

#### III. SCOPE

1. Preparation of attractive and informative resume/bio-data.
2. Gathering information about job fairs and all relevant recruitment advertisements.
3. Coordinating with companies to learn about their recruitment procedures
4. Identifying the needs and expectations of the companies to assist them in recruiting most suitable candidates.
5. Organizing pre-placement training for students (soft skills, dress codes, mock interviews).
6. Maintaining and regularly updating database of students. Maintaining database of companies and establishing strategic links for campus recruitments.

#### IV. OBJECTIVES

1. To ensure students enhance their skills and qualities.
2. To give students appropriate placement/internship.
3. Maintaining and regularly updating database of students and company.
4. To provide a student with campus drive.
5. Collecting feedback from company where our students are placed.





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## V. TRAINING AND PLACEMENT PROCESS

### I. Organizing Talk/Lecture

#### STEP 1: Topic Selection and Approval

1. Members of the cell discuss and recommend topic of lecture/talk to be organized.
2. Placement coordinator seeks approval from Principal regarding the same.

#### STEP 2: Notification

Notice is displayed mentioning schedule for the event, resource person and other necessary details.

#### STEP 3: Payment to Resource person

Sitting charges and conveyance charges are paid to resource person as per the norms through NEFT/RTGS and Performa for the same is filled by the respective resource person.

#### STEP 4: Feedback Form and Report

1. Feedback form for the event is collected from the participants.
2. A summary report along with relevant photographs is submitted in the college for future record.

### II. On-Campus Placement

#### STEP1: Registration

1. Final year students are required to register themselves under placement cell.
2. Placement Committee also releases placement brochure.

#### STEP 2: Inviting Company for Placement

1. Members of the committee propose names of companies/organisations which can offer placements to the students.
2. College invites companies for placement through placement coordinator via mail/letter.
3. After receiving positive response, coordinator conducts pre placement formalities with company to get in depth information about the profiles being offered, pay package, number of posts, etc.





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4. All the information regarding the company and the placement drive is discussed among the members of cell in a meeting.
5. Required approval for conducting placement drive in the campus premises is taken from Principal through placement Convener along with other necessary expenses.

### **STEP 3: Conducting Placement Drive**

1. Placement notifies concerned departments about the schedule for placement drive.
2. Companies conduct their selection process on the scheduled date and evaluate candidate on the basis of written test/group discussion/personal interviews.
3. Final results are announced by the companies soon after the final placement interviews are over.

## **VI. ROLES, RESPONSIBILITIES AND AUTHORITIES**

### **1. Principal (Process Head):**

- Responsible for designing and implementation of placement department policy in consultation with Training & Placement Officer.
- Responsible for planning, implementation and control of the student training, corporate related training, alumni relations and other related activities.
- Monitors and reviews progress of training and development process operations and outputs as per requirements.

### **2. In-charge of Training & Placement cell:**

- Ensures successful implementation of the policies designed for Training & Placement department activities.
- Communicate and provide all relevant information concerning training and placement processes, procedures to the students, corporate and all concerned persons.
- Ensures timely student training / corporate training opportunities for effective functioning of the Training and Placement Department.
- Ensures smooth Co-ordination with the companies, students and other stakeholders for various placement processes.

### **3. Student Representative:**

- Perform task allocated to them by the Placement co-ordinators.

