

Mahatma Gandhi Vidyamandir's

Arts and Commerce College, Yeola

STANDARD OPERATING PROCEDURE

Training and Placement Cell

Purpose:

The purpose of this Standard Operating Procedure (SOP) is to establish guidelines and procedures for the effective functioning of the Training and Placement Cell at Arts and Commerce College, Yeola. The Cell is responsible for facilitating training, internships, and placement opportunities for students, connecting them with potential employers, and enhancing their employability skills.

Composition:

The Training and Placement Cell consists of the following members:

- a. Dr Sharad Chavan: Training and Placement Officer (TPO)
- b. Prof. Pandharinath Disagaj: Assistant Training and Placement Officer (ATPO)
- c. Prof. A. P. Bagul: Faculty Coordinators
- d. Tanmay Nadurdikar: Student Representatives

Responsibilities:

- a. Training and Placement Officer (TPO):

Oversee the overall functioning of the Training and Placement Cell.

Develop and maintain relationships with potential employers and industries.

Organize and coordinate training programs, internships, and placement drives.

Liaise with faculty coordinators and student representatives for effective coordination.

Assist students in developing their resumes, interview skills, and career goals.

Provide career counseling and guidance to students.

Maintain records of student placements and industry collaborations.

Prepare reports on training and placement activities.

b. Assistant Training and Placement Officer (ATPO):

Assist the TPO in their duties and responsibilities.

Coordinate and manage day-to-day activities of the Training and Placement Cell.

Maintain communication with employers and facilitate recruitment processes.

Assist students in registering for training programs and internships.

Support students in their career development and placement preparations.

Compile and maintain data related to student profiles and placement records.

c. Faculty Coordinators:

Collaborate with the TPO and ATPO to support training and placement activities.

Promote awareness about training programs, internships, and placement opportunities.

Provide guidance and mentoring to students regarding career choices and skill development.

Facilitate industry-academia interactions and partnerships.

Assist in organizing workshops, seminars, and guest lectures on career-related topics.

d. Student Representatives:

Act as a liaison between students and the Training and Placement Cell.

Collect and disseminate information about training programs and placement drives.

Gather feedback and suggestions from students regarding their training and placement needs.

Assist in organizing career-related events and workshops.

Collaborate with the TPO and ATPO to address student queries and concerns.

Procedures:

a. Training Programs and Skill Development:

- i. Identify training needs and potential programs based on industry requirements.
- ii. Collaborate with training institutes and industry experts for conducting training programs.
- iii. Organize workshops, seminars, and sessions to enhance students' technical and soft skills.
- iv. Facilitate internships and industrial visits to provide practical exposure to students.

b. Placement Activities:

- i. Establish and maintain relationships with potential employers and industry partners.
- ii. Arrange on-campus and off-campus placement drives.
- iii. Conduct pre-placement talks, written tests, interviews, and other selection processes.
- iv. Facilitate resume building, mock interviews, and career counseling for students.
- v. Coordinate with employers for final placement offers and documentation.

c. Industry Collaboration:

- i. Identify and establish connections with industries relevant to the students' field of study.
- ii. Facilitate collaborations for research projects, industrial training, and consultancy services.
- iii. Arrange guest lectures, industry visits, and networking events to bridge the gap between academia and industry.

d. Data Management and Reporting:

- i. Maintain comprehensive records of student profiles, placements, and industry interactions.

- ii. Update the database regularly and ensure its confidentiality.
- iii. Prepare reports on training and placement activities, including the number of students placed, salary statistics, and industry trends.

Resources:

- a. Training and placement database management system.
- b. Collaboration agreements and MoUs with training institutes and industries.
- c. Training materials and resources for skill development programs.
- d. Career counseling resources, including resume templates, interview guides, and aptitude tests.

Additional Information:

- a. The Training and Placement Cell collaborates with faculty members, student clubs, and alumni associations.
- b. The Training and Placement Officer is responsible for the overall coordination of the Cell's activities.

This Standard Operating Procedure (SOP) provides a framework for the efficient functioning of the Training and Placement Cell at Arts and Commerce College, Yeola. It outlines the responsibilities, procedures, and resources necessary for facilitating training, internships, and placement opportunities for students. By adhering to this SOP, the Cell aims to enhance students' employability skills, connect them with potential employers, and support their career development.