

PLACEMENT POLICY



AMAR SHAHEED KANCHAN SINGH AUTONOMOUS P.G College

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Introduction

Amar Shaheed Kanchan Singh Autonomous P.G College Shivpuri Fatehpur is committed to providing its students with excellent career opportunities through a structured and effective placement policy. This policy aims to facilitate the transition of students from academic life to professional careers by ensuring a systematic and transparent placement process. It outlines the roles and responsibilities of the Training and Placement Department and the Professional Skills Development Cell, as well as the detailed placement procedure and process.

Role of Training and Placement Department

The Training and Placement Department (T&P Department) at Amar Shaheed Kanchan Singh Autonomous P.G College plays a pivotal role in the career development of students. The department's primary responsibilities include:

1. Industry Interaction and Networking:

- Establishing and maintaining robust relationships with a wide range of companies and organizations across various sectors.
- Regularly communicating with industry professionals to understand current market trends and employment requirements.
- Inviting companies for campus recruitment drives, internships, workshops, and seminars.

2. Organizing Placement Drives:

- Coordinating on-campus and off-campus placement drives to provide students with ample job opportunities.
- Scheduling and managing the logistics of placement activities, ensuring smooth execution without academic disruption.

3. Student Support and Guidance:

- Assisting students in creating effective resumes and cover letters that highlight their skills and experiences.
- Providing one-on-one career counseling sessions to help students choose suitable career paths.
- Conducting pre-placement talks and mock interviews to prepare students for actual recruitment processes.

4. Data Management and Reporting:

- Maintaining a comprehensive database of student profiles, placement records, and company details.
- Analyzing placement data to identify trends and areas for improvement.
- Preparing reports and presentations for stakeholders, including management, faculty, and students.

5. Alumni Relations:

- Leveraging the alumni network to facilitate mentorship, job referrals, and industry connections.

- Organizing alumni meet-ups and networking events to strengthen the bond between the institution and its graduates.

Role of Professional Skills Development Cell

The Professional Skills Development Cell (PSDC) is dedicated to enhancing the employability of students by focusing on the development of their soft skills and professional competencies. The PSDC's key functions include:

1. Skills Assessment and Training:

- Conducting regular assessments to identify the strengths and weaknesses of students in terms of professional skills.
- Organizing training programs and workshops on communication skills, leadership, teamwork, time management, and other essential soft skills.

2. Industry Exposure:

- Arranging guest lectures, industry visits, and internships to provide students with practical insights into the corporate world.
- Facilitating interactions with industry experts to keep students updated on the latest trends and technologies.

3. Personal Development Programs:

- Offering sessions on personal grooming, professional etiquette, and workplace ethics.
- Conducting stress management and motivational sessions to help students cope with the pressures of job hunting and professional life.

4. Certification Courses:

- Providing access to certification courses in relevant technical and non-technical domains to enhance students' skill sets.
- Collaborating with online learning platforms and professional bodies to offer recognized certifications.

5. Mock Interviews and Group Discussions:

- Simulating real-world interview and group discussion scenarios to build students' confidence and improve their performance.
- Providing constructive feedback to help students refine their strategies and presentation skills.

Placement Procedure

The placement procedure at Amar Shaheed Kanchan Singh Autonomous P.G College is designed to be transparent, fair, and efficient. The following steps outline the process:

1. Registration:

- Students interested in participating in the placement process must register with the T&P Department at the beginning of the academic year.
- Registration involves submitting a detailed resume, academic records, and other relevant documents.

2. Pre-Placement Preparation:

- The PSDC conducts preparatory sessions to equip students with the necessary skills for the placement process. These sessions include resume building, interview techniques, group discussion strategies, and professional etiquette.

3. Company Outreach and Invitation:

- The T&P Department reaches out to potential recruiters and invites them to participate in campus placement drives.
- Companies are provided with a placement brochure containing detailed information about the college, academic programs, and student profiles.

4. Pre-Placement Talks (PPTs):

- Companies conduct pre-placement talks to provide students with information about job roles, company culture, career growth opportunities, and the selection process.
- Students get the opportunity to interact with company representatives and clarify any queries.

5. Application Process:

- Students apply for positions based on their interests, qualifications, and the eligibility criteria set by the recruiting companies.
- Applications are reviewed by the T&P Department to ensure compliance with the eligibility criteria.

6. Selection Process:

- The selection process typically involves multiple stages, including aptitude tests, group discussions, technical interviews, and HR interviews.
- The T&P Department coordinates with companies to schedule and manage these selection activities.

7. Job Offers:

- Selected students receive job offers from the companies, which they must accept or decline within a stipulated timeframe.
- The T&P Department assists students with the offer acceptance process and provides guidance on joining formalities.

8. Post-Placement Support:

- The T&P Department continues to support students after they receive job offers by providing guidance on joining formalities, relocation, and initial job experiences.
- Alumni who have been successfully placed often return to share their experiences and provide mentorship to current students.

Placement Process

The placement process at Amar Shaheed Kanchan Singh Autonomous P.G College is meticulously planned and executed to ensure a smooth and effective transition from academic life to professional careers. The key stages of the placement process are as follows:

1. Pre-Placement Registration:

- At the start of the final academic year, the T&P Department initiates the pre-placement registration process.
- Students are required to submit their updated resumes, academic records, and other necessary documents to the department.

2. Placement Calendar:

- The T&P Department prepares a detailed placement calendar outlining the schedule of recruitment activities, including pre-placement talks, aptitude tests, interviews, and final selections.
- The calendar is shared with students, faculty, and recruiting companies to ensure coordination and transparency.

3. Eligibility Criteria:

- The eligibility criteria for participating in the placement process are set by the recruiting companies and may include academic performance, technical skills, and other specific requirements.
- The T&P Department ensures that only eligible students apply for the positions, maintaining the integrity of the process.

4. Pre-Placement Activities:

- The PSDC organizes a series of pre-placement activities, including mock interviews, group discussions, resume writing workshops, and personality development sessions.
- These activities are designed to prepare students for the selection process and enhance their chances of securing job offers.

5. Company Engagement:

- The T&P Department actively engages with companies to understand their recruitment needs and match them with the profiles of suitable students.
- Companies are encouraged to visit the campus for recruitment drives, interact with students, and conduct the selection process.

6. Selection Stages:

- The selection process typically involves multiple stages, starting with a preliminary aptitude test to assess the analytical and problem-solving abilities of the candidates.
- Shortlisted candidates then participate in group discussions to evaluate their communication skills, teamwork, and ability to articulate ideas.
- The next stage involves technical interviews to assess the candidates' subject knowledge, technical expertise, and problem-solving skills.
- Finally, HR interviews are conducted to evaluate the candidates' fitment with the company's culture, values, and long-term career aspirations.

7. Offer Rollout and Acceptance:

- Companies make job offers to the selected candidates, specifying the terms of employment, job role, compensation package, and other relevant details.
- Students are given a stipulated timeframe to accept or decline the job offers. The T&P Department facilitates this process and provides guidance to students in making informed decisions.

8. Feedback and Continuous Improvement:

- After the placement drives, the T&P Department collects feedback from the companies and students to identify areas for improvement.
- This feedback is used to refine the placement process, enhance student preparation, and strengthen industry relationships.

9. Post-Placement Activities:

- The T&P Department continues to engage with placed students, providing support during the joining process and initial job experiences.
- Regular follow-up with alumni ensures that the department remains updated on industry trends and job market dynamics.

10. Alumni Network:

- The T&P Department leverages the college's strong alumni network to facilitate mentorship, job referrals, and industry connections for current students.
- Alumni meet-ups and networking events are organized to maintain a strong bond between the institution and its graduates.

Conclusion

The Placement Policy of Amar Shaheed Kanchan Singh Autonomous P.G College Shivpuri Fatehpur aims to provide a structured, transparent, and efficient placement process that benefits both students and recruiting organizations. The coordinated efforts of the Training and Placement Department and the Professional Skills Development Cell ensure that students are well-prepared to meet the demands of the industry and secure rewarding job placements. By adhering to this policy, the college strives to facilitate the successful transition of students from academic life to professional careers, contributing to their overall growth and development.

Approved by



Principal