



**Adel Education Trust's**  
**St. John College of Engineering and Management, Palghar**  
**NAAC Accredited with Grade 'A+'**  
**Autonomous Institute Affiliated to University of Mumbai**



# **Training & Placement Guidelines**



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# Introduction

Training and Placement Cell is an integral part of the institute established in the academic year 2009-10. The Training & Placement Cell is committed to provide all possible assistance to its graduates and post graduate students in their efforts to find employment. It is devoted to meet the career objectives of students and cater to the Human Resource needs of the organizations. Well trained and dedicated placement team operates all around the year to arrange training programs, coordinate and conduct on-campus, off-campus as well as pool campus drives, to arrange training programmes for the students to develop their employability skills and development programmes for the faculty members to enhance their career and for job opportunity.



# Vision

# Mission

**“Excellence in Engineering  
Education & Creating Next-Gen  
Leaders / Managers in the Service of  
Society”**

- To impart quality engineering education for holistic development
- To provide conducive environment for joyful learning, innovation and research
- To promote innovative technology enabled teaching and learning process
- To nurture socially responsible engineers, entrepreneurs and leaders
- To enhance employability skills to meet the changing industrial trends
- Establish partnerships with companies and industries for internship and job placement opportunities



# OBJECTIVES

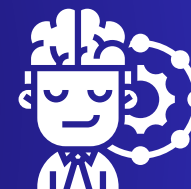
- To prioritize students placement and their careers
- To support students to attend pool campus (off campus) drives at other institutes
- To keep updating the students with off campus invitations
- To prepare the students for campus interviews by arranging training in aptitude, soft skill and technical skills with professional trainers/training institutes to improve their employability skills
- To organize on-campus/off-campus interviews and internships for the students with core industries
- To create awareness among the students on recent industry trends through guest lectures & seminars by inviting industry experts



# TRAINING

## Annual Training Program

MONTH	TRAINING SESSION	HOURS	INCHARGE
JUNE	4TH YEAR PLACEMENT REGISTRATION	1	FACULTY COORDINATORS
JULY	INDIVIDUAL MEET (ONE TO ONE) RESUME BUILDING SESSION ATS FRIENDLY Corporate Communication Employability Skills 4TH YEAR TECHNICAL TRAINING INBDED WITHIN THE CURRICULUM	15mts/Per/21560	TPO TPO CCES CAMPUS CREDENTIAL
AUGUST	SESSION ON JOB MARKET & JOB READY Soft Skills & Technical Training (1st Semester)	345	CCES
SEPTEMBER	INDUCTION FOR FIRST YEAR IN HOUSE SESSION FOR 4TH YEAR PROFILING	2315mts(Per)	TPO TPO TPO & FACULTY COORDINATORS
OCTOBER	MOCK INTERVIEWS & RESUME COLLECTION	1 Week	TPO & CSSPD
NOVEMBER	PLACEMENT DRIVES Soft Skills & Technical Training (5th Semester)	60	TPO & FACULTY CORD & PATREP CSSPD
DECEMBER	PLACEMENT DRIVES Soft Skills & Technical Training (3rd Semester)	60	TPO & FACULTY CORD & PATREP CSSPD
JANUARY	PLACEMENT DRIVES		TPO & FACULTY CORD & PATREP
FEBRUARY	JOB FAIR	2 Days	TPO & PRO & TEAM
MARCH	PLACEMENT DRIVES		TPO & FACULTY CORD & PATREP
APRIL	PLACEMENT DRIVES		TPO & FACULTY CORD & PATREP
MAY	PLACEMENT DRIVES		TPO & FACULTY CORD & PATREP





# Placement Policy

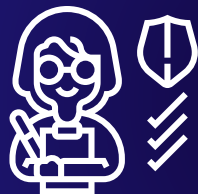
- At the company's discretion, the student's eligibility will be determined for consolidation
- After validating their primary eligibility conditions with their department placement coordinators, students should register their names in the placement cell
- The students should take every effort to maintain the decorum and the image of the college with the visiting representatives of the organisation
- All the students should regularly check their college email & whatsapp group for any placement updates
- If the Principal/Placement Officer gets negative remarks from interviewers about a student's behavior or conduct for any reason, disciplinary action will be taken against the student
- If a student receives an off-campus job, one must inform the T & P coordinators of their respective departments



# Placement Policy

## Pre-Placement

- Attendance of shortlisted/eligible students in placement is mandatory
- Students should strictly follow the formal dress code during interview
- Students must bring their identity cards with them whenever they go through the placement process on campus or off campus
- Students need to carry all the necessary documents during the Interview process in hard copy and be present at least 15 minutes before time at the venue
- Delay in reporting will disqualify the student from the recruitment process
- Only students who complete the placement registration form will be eligible to participate in the placement drive





# Placement Policy

## Post-Placement

- Any student who has received an Joining Letter, must inform the Placement Office and submit the photocopy of the same within the given week
- Selected students need to join the organization on the given date
- Non-Eligible students will be given extended support in Internships/ Apprenticeship / Workshops as per availability
- Assist students who wish to pursue higher education or specialized certifications by providing information on relevant programs and scholarships
- Use alumni feedback and experiences to improve post-placement services and tailor them to the evolving needs of students
- Students receiving more than 2 offers at different levels(L1 &L2) are ineligible for further on-campus recruitment drive



# Risks

- Skill gaps among engineering graduates.
- Risk of technological obsolescence.
- Limited industry exposure during academic curriculum.
- Mismatch between student aspirations and job opportunities.
- Varied quality of internships and placements.
- Underutilization of training resources.
- Diverse employer expectations.

# Mitigations

- Regular curriculum updates to align with industry needs.
- Establish industry partnerships for internships and projects.
- Offer supplementary skill enhancement programs.
- Provide comprehensive career counseling services.
- Implement quality assurance measures for internships.
- Optimize resource allocation for maximum utilization.
- Engage with employers for feedback and alignment.



# Services for Employers

- Recruitment Drives and Job Fairs
- Company Presentations
- Customized Recruitment Assistance
- Access to Student Profiles and Resumes
- On-Campus Interview Facilities
- Pre-Placement Talk

# Services for Students

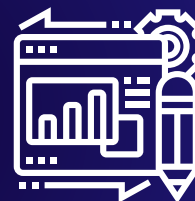
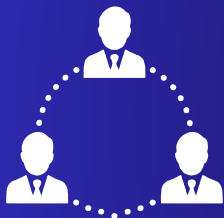
- Career Counseling & Guidance Sessions
- Resume Building Workshops
- Interview Preparation
- Soft Skills Training
- Internship Assistance
- Job Placement Support
- Alumni Network
- Overseas Connect



# ROLES AND RESPONSIBILITIES

## 1. TRAINING AND PLACEMENT OFFICER

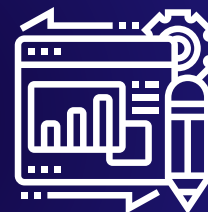
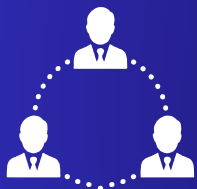
- Identifying skill gap and arranging training programmes for the students on soft skills, aptitude tests and technical training
- Knowing expectations of the recruiting companies and preparing the students accordingly
- Organizing both the on-campus and off-campus placement drives for the candidates
- Getting Feedback from the employers periodically about the performance
- Building good rapport with reputed companies and inviting them for campus placements
- Encouraging students to register for campus hiring as per the eligibility criteria with prescribed qualifications
- Making arrangements / facilities that will be necessary on the day of the interview
- Gathering appointment letters of the students got placed in the campus drives and distributing them to students
- Achieving placement targets every year and improving the placement record
- Networking with Alumni by conducting Alumni meet at every year
- Extending placement support for the passed out students by arranging campus drives for them as per the company requirements
- Arranging pool campus drives and job fairs for the student community of all the colleges to provide them with a job opportunity



# ROLES AND RESPONSIBILITIES

## 2. TRAINING AND PLACEMENT COORDINATORS

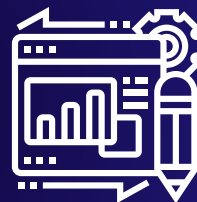
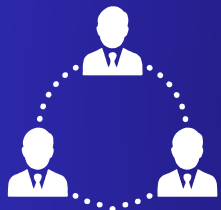
- Updating students data semester wise to monitor their performance and to check the eligibility criteria of recruiting companies
- Providing Guidelines to students to excel in the campus interview process
- Encouraging students to register for campus hiring as per the eligibility criteria with prescribed qualifications
- Gathering appointment letters of the students who got placed in the campus drives and documenting them
- Following up with the students of their respective departments for placement updates



# ROLES AND RESPONSIBILITIES

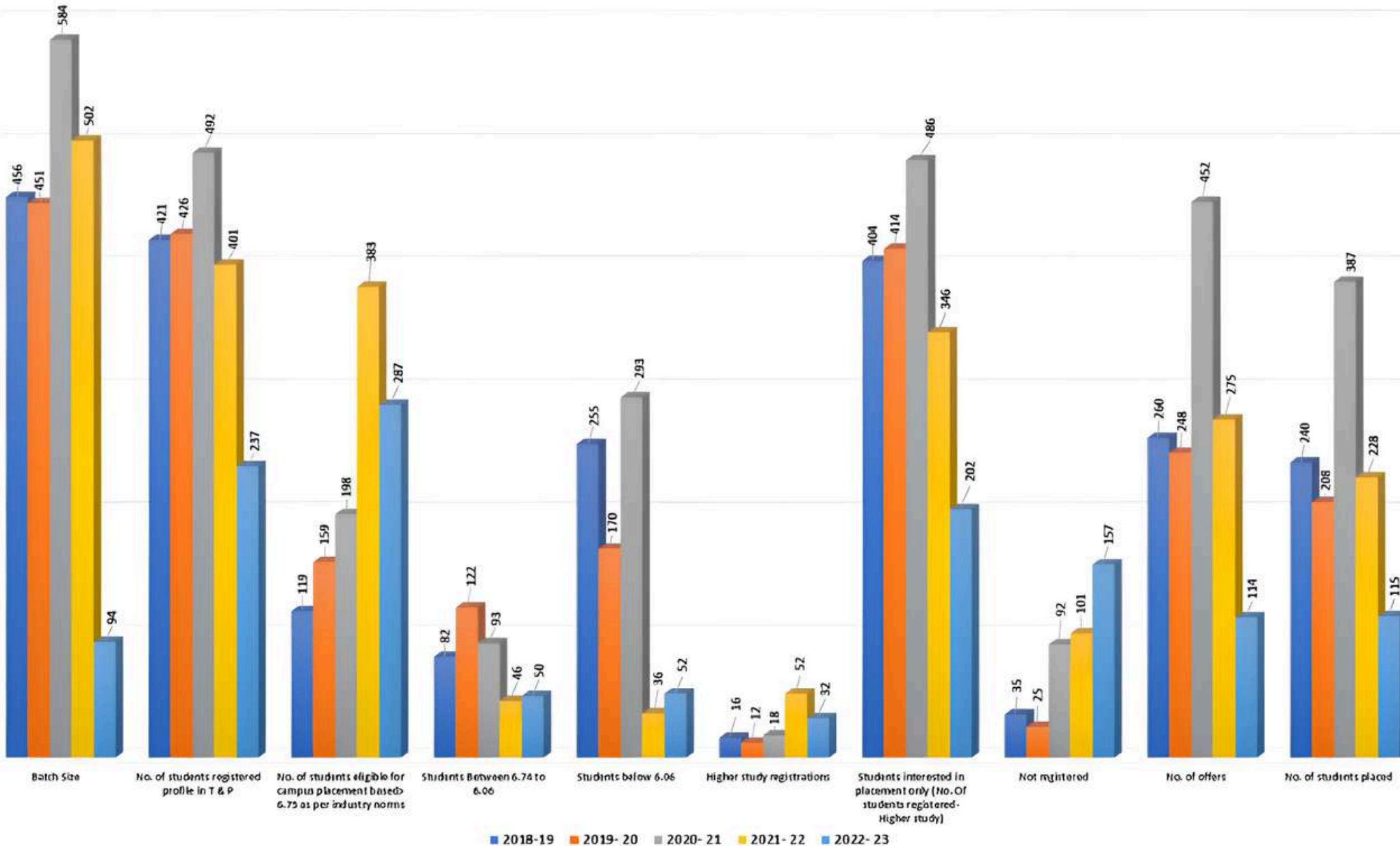
## 3. PLACEMENT & TRAINING REPRESENTATIVES

- They act as a direct link between students and the Training and Placement Cell, by sharing information about upcoming placement activities, workshops, and opportunities
- Details of placed candidates and hard copies of their appointment orders are sent to all HOD's, immediately after the recruitment drive is completed
- During placement drives and job fairs, they assist in logistics, registration, and coordination to ensure a smooth and organized process. This can involve providing information about companies, interview schedules, eligibility criteria, and other placement-related matters
- They ensure that all students are well-informed about placement-related events, job openings, and deadlines. This includes posting updates on notice boards, and utilizing digital communication channels
- They keep records of student participation in placement activities and track the placement progress of the students, which can be useful for data analysis and reporting

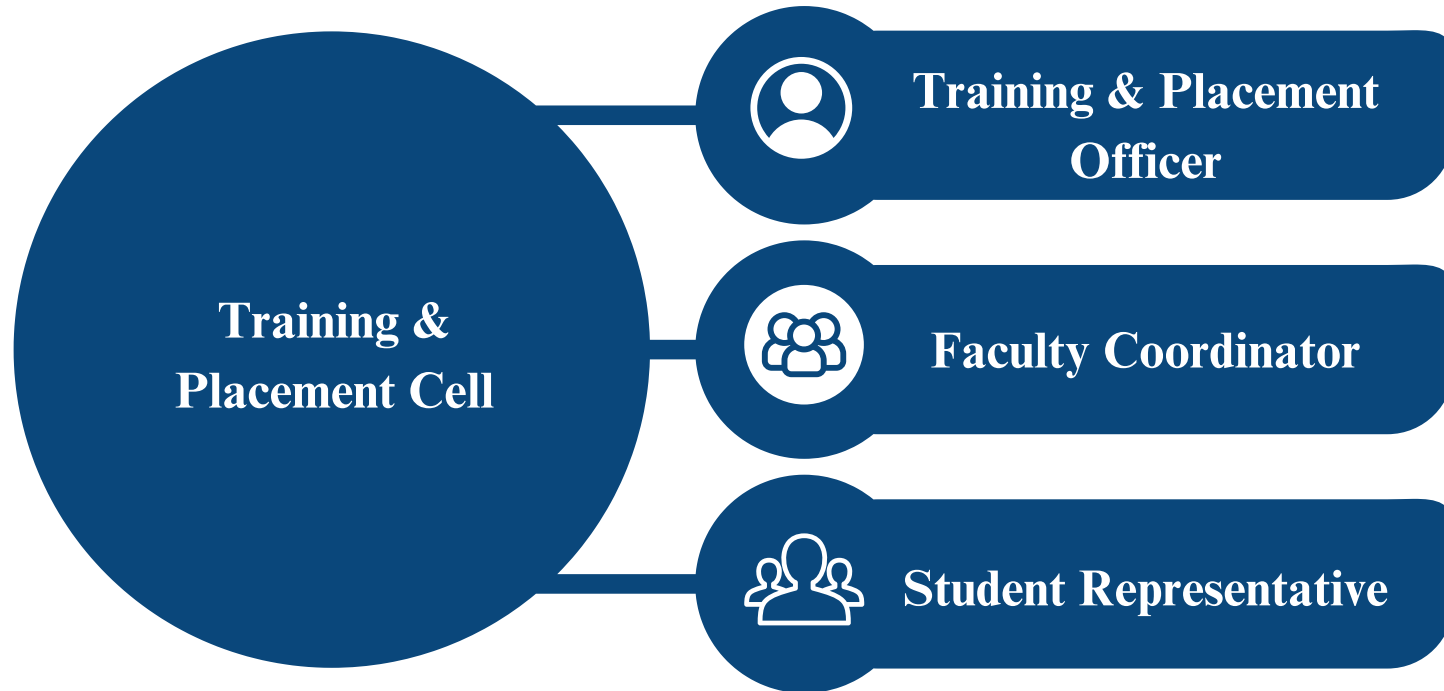




# Placement Statistics 2018-2023



# TRAINING AND PLACEMENT CELL



## Connect

 [tpo\\_sjcem](https://www.instagram.com/tpo_sjcem)

 [tpo-sjcem](https://www.linkedin.com/company/tpo-sjcem)

 [tpo@sjcem.edu.in](mailto:tpo@sjcem.edu.in)

 [SJCEM TPO](https://twitter.com/SJCEM_TPO)



# Recruiting Companies



# Placement Partners



# Recruiting Companies



# Overseas Connect

