



DR. JIVRAJ N. MEHTA GOVERNMENT POLYTECHNIC, AMRELI

UNDER COMMISSIONERATE OF TECHNICAL EDUCATION, EDUCATION DEPT. - GOVT. OF GUJARAT

ડૉ. જીવરાજ એન. મહેતા સરકારી પોલિટેકનીક, અમરેલી

ટેકનીકલ શિક્ષણ આયુક્તની કચેરી, શિક્ષણ વિભાગ - ગુજરાત સરકાર સંચાલિત

LATHI ROAD, AMRELI—365601 (GUJARAT)

OFFICE: 02792-223347 | ADMISSION: 02792-222921 | FAX: 02792-240832

Email: drjnmgp@gmail.com | Website: www.gpamrell.ac.in

TRAINING & PLACEMENT CELL POLICY

❖ Role of Training & Placement cell:

The role of Training & Placement Cell is to facilitate and support students for training and placement related activities to all interested and eligible students.

❖ Responsibility of Training & Placement cell:

- Preparation of database for final year students and update as and when required.
- Update industry data base and contact new industries.
- Prepare a team of student coordinator department wise for smooth functioning & coordination with all final year students.
- Conduct mock placement drive for students.
- Conduct guest lectures, seminars for students.
- Preparation of placement broacher to send industries so that company shall get details regarding institute.
- Invitation to companies for campus placement through mail or personal visits.
- Providing all necessary facilities to company for arrangement of campus placement drive at our institute as per the need of the company personal.
- Inform students regarding campus placement at institute or any off campus placement drive if available for our students.
- Provide necessary liaison to students and industry after students selection.
- Send students for training under the IMPACT scheme.
- Sign MOU for academic visit, training, project guidance and placement with industries.

❖ **Working of Training & Placement Cell:**

- For the smooth functioning of training & placement cell committee is formed at institute level which includes one training and placement office and department wise training and placement coordinator from respective departments.
- Student placement coordinators are selected by departmental training & placement coordinator for their respective department from final year students for coordination with students.
- Final year student data collection by department TPO coordinators in coordination with institute TPO.
- Mock placement and seminars arrangement as a part of pre placement preparation by concern department TPOs in coordination with institute TPO.
- New industries contacted by Institute and departmental TPOs.
- Invitation sends to companies with placement broacher by institute TPO.
- Any industry shows interest in campus placement then information will be provided to students regarding eligibility criteria by departmental TPOs.
- As per the criteria authentic details of students those are interested and eligible will be provided to industry by institute TPO and mutually accepted date shall be finalized for campus placement.
- General process of recruitment varies from industry to industry, it normally includes any/all of the following:
 - Orientation presentation
 - Written test
 - Group discussion
 - Interview
- Once student placed in industry liaisoning will be provided between students and industry till joining.
- As per the students interest and willingness departmental TPOs provide students list for IMPACT training to institute TPO and institute TPO in coordination with Gujarat Knowledge society arrange students training.
- MOU will be signed with industries for academic visit, expert lecture, project guidance, placement by departmental TPOs in coordination with institute TPO.