



(तंत्रशिक्षण संचालनालय, म.रा. मुंबई अंतर्गत)
शासकीय तंत्रनिकेतन, खामगांव.
जलंब रोड, खामगांव, जि. बुलढाणा ४४४३०३



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TRAINING AND PLACEMENT POLICY

Objectives & Scope

Objectives:

- Ensure transparent, fair placement opportunities for students.
- Equip students with employability and technical skills.
- Build and sustain strong industry partnerships.

Scope:

Applies to final-year diploma students across all branches: **Computer, Electrical, Mechanical, Civil, and E&TC engineering.**

Eligibility & Registration

• Eligibility:

- Enrolled in final year, with no more than one active backlog.
- Required attendance in prerequisite training sessions.

• Registration:

- Begin in the fifth semester; close by mid-September.
- Submit updated résumé and academic details.
- Registration implies agreement to abide by placement policies (e.g., anti-drop-out, one-offer rule).

Pre-Placement Training

• Core Components:

- Communication workshops
- Aptitude & technical test prep
- Mock Group Discussions (GD) & Personal Interviews (PI)

• Attendance:

- Mandatory for all registered students.
- Missing more than 2 sessions without valid reason → ineligible for placements.

Placement Process

1. **Pre-Placement Talks (PPTs):** Companies present their profiles.
2. **Application & Shortlisting:** Based on resumes and eligibility.
3. **Selection Rounds:** Online/written tests, GD, technical & HR interviews.
4. **Offer Management:**
 - Offers communicated via T&P office only.
 - Students must submit ethical acceptance (hard copy).

Conduct & Discipline

- **Uniform & ID:** Mandatory formal attire and college ID during all recruitment events
- **Behaviour:** No direct contact with recruiters- communication through T&P only
- **Attendance Discipline:**

- Absent without notice before or during PPT/selection → debarred.
- Leaving mid-process → blacklisted for the year
- Misconduct reported by recruiters' → subject to disciplinary measures.

Dream & Core Offer Rules

- **Dream Offers:** Students already placed may apply again only if the new package is at least **twice** the current offer
- **Core Branch Exception:**
Students from **Electrical, Mechanical, Civil, and E&TC** may pursue an extra core sector opportunity even after placement in a non-core sector, until they receive a core-sector offer

Drop-Out & Penalty Policy

- Once registered and having opted for a company, any withdrawal mid-process makes the student ineligible for further placements this season
- Misbehaviour allegations from recruiters are taken seriously, with possible blacklisting for the year

Industry Engagement & Internships

- **MOUs & Tie-ups:** Each department targets maximum possible industry partnerships for training and placements
- **Industrial Training (Internships):** Facilitate 12 weeks industry-integrated training with academic credit

Grievance & Appeals

- Complaints must be submitted in writing to the T&P office within 7 days of the incident.
- A committee including TPO, two faculties, and two student representative will review and resolve cases within 15 days.

Amendments & Communication

- The T&P Cell reserves the right to amend policies with prior notice.
- All updates will be shared via email, notice board, and department hoardings.

Post-Placement Support

- Assist with on-boarding, documentation, and joining formalities.
- Maintain alumni and industry relationships for future hiring.
- Facilitate government skill schemes and support.

Sd/-

Mr. ANKUSH R. DAWAND
TRAINING & PLACEMENT OFFICER

GOVERNMENT POLYTECHNIC KHAMGAON

Sd/-

Dr. S. S. PRABHUNE
PRINCIPAL