



Placement Policy@KBPCOES



Since : 1983

Rayat Shikshan Sanstha's

**Karmaveer Bhaurao Patil
College of Engineering, Satara**



Contents

- About Us
- Objectives
- Training & Placement Activities
- Facilities for recruiters and students
- On campus placement drive mechanism/ procedure
- Off/Pool Campus placement drive mechanism/procedure
- Policies and General Guideline for the students:
- Do's and Don't
- Role and Responsibilities of Training and Placement Department
- Other Responsibilities of Training and Placement Cell
- Withdrawal Procedure



Our Inspiration
Founder of Rayat Shikshan Sanstha, Satara

Rayat Mauli



Padmabhushan Dr. Karmaveer Bhaurao Patil



Sou. Laxmibai Bhaurao Patil

President

Rayat Shikshan Sanstha, Satara

Chairman

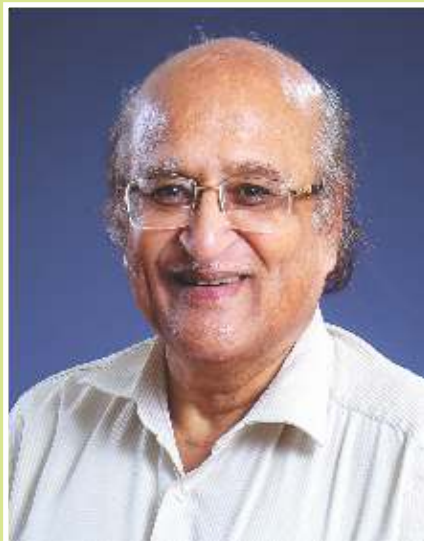
Rayat Shikshan Sanstha, Satara

Chairman

BOG
KBP College of Engineering Satara



Hon'ble Sharadchandraji Pawar



Hon'ble Dr. Anil Patil



Hon'ble Dilip Walse Patil



Hon'ble Dilip Walse Patil
Chairman, BOP
KBP College of Engineering Satara



Hon'ble Prin. Dr. V. S. Shivankar
Secretary, Rayat Shikshan Sanstha, Satara
Member : BOP



Hon'ble P. G. Pawar
Member : BOP



Hon'ble Dr. N. B. Pasalkar
Member : BOP



Hon'ble Dr. D. V. Jadhav
Member : BOP



Hon'ble Dr. S. L. Nalbarvar
Member : BOP



Hon'ble Farrokh Cooper
Member : BOP



Hon'ble U. V. Jadhav
Member : BOP



Hon'ble M. B. Kumthekar
Member : BOP



Hon'ble Dr. H. A. Mandave
Member : BOP



Hon'ble Dr. S. V. Mane
Member : BOP



Hon'ble Prin. Dr. A. C. Attar
Member Secretary : BOP

Board of Governance



Rayat Shikshan Sanstha's



Karmaveer Bhaurao Patil College of Engineering, Satara

Training and Placement Cell Policy Manual

The placement policy is to define the structure and processes of the Training and Placement Cell

1. Introduction:

The Training and Placement Department of **Karmaveer Bhaurao Patil College of Engineering, Satara**, functions under the direction of the principal of the college. The mission of the Training and Placement Cell is to achieve maximum placements for students through dedication, attitude, and complete involvement.

The cell conducts various training and placement activities for students, such as mainly focusing on communication skills, personality development, aptitude training and practices, mock interviews, interview technique, resume preparation, expert talks from industry people, campus interviews, company-specific training, soft skills sessions, mock group discussions (GD), campus-to-corporate activities, and internship/implant training.

The training and placement Cell consistently interacts with recruiters to understand their expectations. We devise a methodology to execute the annual roadmap for training. The training process inculcates the essential techniques to solve logical reasoning, quantitative aptitude, technical aptitude, and verbal and nonverbal communication. Personality development and competency are major areas where we are focused.

2. Objectives:

- To make our students adaptable to ever-changing industry demands and requirements in the corporate world.
- To place the maximum number of students in on-campus placement drives.
- To enhance communication skills and confidence to turn students into industry-ready professionals.
- We are providing on-campus training, which is necessary for students to get placed in multinational companies (MNCs).
- To maintain the quality standards of the jobs offered, our backend team will visit the company for background verification before the recruitment.
- Our whole team works according to the defined processes to achieve our common objective.
- The objective of our placement cell is to make our students industry-ready.

3. Training and Placement Activities:

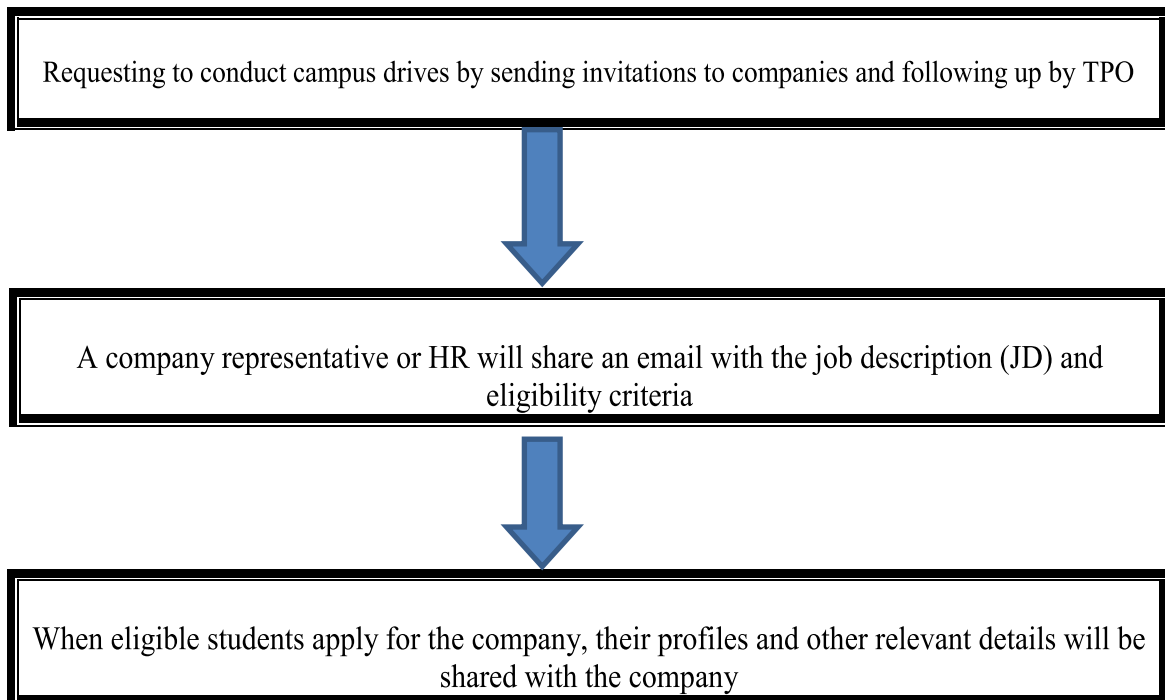
Career Counseling	Expert talk from industry peoples.
Communication Skills.	Guest Lectures.
Personality Development.	Company Specific Training.
Aptitude Training and Practices.	Soft Skills Sessions.
Mock Interviews.	Internship/Implant Training.
Campus to Corporate Activities	Mock Group Discussion (GD).
Interview Technique.	Campus Interviews.
Resume Preparation.	Internship guidelines.
Formulation of Email/Email etiquettes.	Industry Visits.

4. Facilities for recruiters and students:

- ✚ Spacious conference hall to conduct the expert talk, soft skill workshop, personality development practicals, and campus drive activities.
- ✚ conference room to conduct group meetings
- ✚ Well-furnished cabin to conduct technical interviews, group discussions, and HR interviews.
- ✚ Transportation, lodging, and food facilities for the recruiters
- ✚ Provision of T&P faculty coordinators to coordinate the placement activities
- ✚ T&P students volunteer to coordinate the activities.
- ✚ Provision of an expert counseling team to guide our students from a career point of view
- ✚ Expert aptitude trainers, soft skill trainers, and communication skill trainers are available.
- ✚ Highly talented expert to conduct mock interviews, group discussions, and other personality development activities.
- ✚ Organizing technical events by the Training and Placement Cell
- ✚ In-house technical trainer to train on technical skills like Java, Dot Net, PHP, software testing, Oracle AutoCAD, etc.

5. On campus placement drive mechanism/ procedure:

5.1 Placement Process:





Guidance and awareness sessions from alumni working in industry



The screening is done by the company based on educational details, a resume, and other criteria



The company will conduct a virtual pre-placement talk to brief candidates about the company, selection process, role, salary, and growth

The company will visit campus with prior notice



The company will conduct a pre-placement talk at the college premises, followed by their selection process, which typically includes an aptitude test, a technical test, group discussions, and technical or HR interviews



Final results are declared by company HR, and an LOI or offer letter will be shared with TPOs or selected candidates



Offer acceptance by students in confirmation with TPO and also collect feedback from the students about the drive's conduct



Feedback collection from the employers

7. Off/Pool Campus placement drive mechanism/procedure

1. Contacting other colleges by sending an invitation or email, asking for off-campus or pool campus drive.
2. Contacting companies by sending an invitation or emails asking for on- or off-campus drives
3. Sending data or resumes to surrounding colleges or to the companies.
4. Once the screening is done by the company, short-term students are informed about the off-campus drive through mail, WhatsApp, messages, and notices.
5. The placement officer will raise awareness about the drive and, if necessary, company-specific Training will be provided.
6. Training Placement Officers and T&P Coordinators will assist students in attending off campus drive.
7. The Training Placement Officer and T&P Coordinators will attend the off-campus event to encourage the students, and at the same time to follow up on attendance.
8. After the drive, the placement officer will submit feedback about the off-campus drive to the principal.
9. After the selection of candidates, the placement officer will take care of the further process until joining.
10. Further questions and clarifications about the organization and the candidate's participation will be provided taken care of by T.P.O.

8. Policies and General Guideline for the students.

1. It is the responsibility of the students to see the notices and other information on the notice board of the placement cell at regular intervals.
2. Students should register their names in the placement office after verifying their primary eligibility details with their departmental placement coordinator.
3. While registering, students should submit a resume and xerox copies of all their mark statements.
4. Students should submit the updated resume to the department placement coordinator before attending campus drives.
5. Students should apply for the drive (online or offline) before the given deadline.
6. The eligibility of students will be finalized from the company side.
7. The students must make their own necessary arrangements, such as transport, food, etc., for attending an interview.
8. The students should make efforts to maintain discipline and decorum and should also maintain a good image of the college while representatives from the company or organization visit.
9. Once a student is selected for the company, he or she should not revoke the offer.
10. Once a student is selected and intimated, his or her name will be removed from the placement rolls or list, and he or she will not be eligible to appear for further campus interviews.
11. If the principal or placement officer, for any reason, receives adverse comments on the behavior and conduct of the students from the interviewers, such students will be subject to disciplinary action, as necessary and deemed fit.

8.1 Do's and Don't

Do's:

- Should know about the company.
- Dress well to make a first impression.
- Know the exact time and location of your interview.
- Arrive 10–15 minutes prior to the start time.

- Greet the interviewer with a firm handshake and maintain eye contact.
- Address the interviewer by their title (unless otherwise instructed).
- Sit still and upright in your seat throughout the interview.
- Prepare questions to ask the interviewer.
- Ask when you should expect to hear from the company next.
- Thank the interviewer for their time.
- Follow up the interview with a thank-you letter.

Don't:

- Don't show up late for the interview.
- Don't give the impression you are only interested in the job at the moment.
- Don't act as if you're desperate for a job.
- Don't chew gum.
- Don't use your mobile phone.
- Don't leave your cell phone on during the interview.
- Don't slouch in your chair.
- Don't ask about salary or benefits; this comes after the job offer.
- Don't ramble on; just back up each answer with relevant examples.

9. Role and Responsibilities of Training and Placement Cell

- Arranging on-campus and off-campus recruitment drives.
- A separate T&P department has been established with one full-time faculty member.
- Regularly updating the recruiter database.
- Keep interacting with corporate people.
- Providing guidelines for students to approach companies.
- Survey on recruiters' expectations from students.
- Feedback from employers.
- Alumni networking (conducting alumni meetings every year)
- Organizing training sessions on aptitude, technical, and soft skills
- Conducting technical workshops for all our students.
- To invite prospective companies and organizations to campus for recruitment.

- To register students for the jobs with the prescribed qualifications.
- To collect appointment letters and distribute them to selected students.
- To provide in-plant training or internships at companies or organizations
- To achieve the maximum possible placement of students.
- To guide students on various interview techniques, group discussions, aptitude tests, etc.
- Collecting feedback from the students.
- Update the management regarding the company's response to visiting the campus.
- Update the management at a regular interval regarding the progress in the T&P department.

9.1 Other Responsibilities of Training and Placement Cell.

- Arrangement of Personality Development Workshops.
- Training students on aptitude tests, interview techniques, and group discussions.
- Notification regarding various competitive examinations.
- Organizing industrial visits.
- Guiding students who desire to pursue higher education.

10. Withdrawal Procedure

Any student who has applied to a particular company can withdraw from the company after the pre-placement talk.

Once the selection procedure has started, students cannot withdraw at any stage unless they have received a final offer from another organization during the period of registration and the interview process. It is presumed that students would apply for a position after careful consideration of all the relevant aspects.

If a student does not appear for the interview after giving the nomination and confirmation after PPT, he or she is deemed to have withdrawn.

Only in very exceptional circumstances shall a student be permitted to withdraw from the selection procedure of attending a preliminary interview if shortlisted by the organization at any stage, i.e., if

- He/she explains in writing to the principal/TPO the full reasons for and the unusual circumstances that need his/her withdrawal, and that the principal/TPO accepts these as truly exceptional and legitimate grounds for withdrawal.
- The principal or TPO is of the view that the interviewing organization would not feel offended.

It might be necessary for the student to meet personally with the organization's executive and explain the reasons why he or she does not wish to be considered further by the organization. The same will be routed through T&P. Subject to permission as above, a student can withdraw a maximum of two times from the selection processes provided by the institute. The moment he or she refuses to sit for the interview for the third time, he/she will be out of the placement process. The students should not negotiate about the package or salary from the company unless specified in the job posting. All the negotiations regarding the package and profile are done by the placement cell/department.



Since : 1983

Rajal Shikshan Sanstha's
Karmaveer Bhaurao Patil
College of Engineering, Satara

Our Major Recruiters

KBPCO

Life at KBPCOES



KBPCOES



Since : 1983

Rayat Shikshan Sanstha's

Karmaveer Bhaurao Patil College of Engineering, Satara

- Phone : Office : (02162) 233005, 230636
- E-mail : office@kbpcoes.edu.in ▪ Web Site : www.kbpcoes.edu.in
- **Social Media handles to this page**
 - https://www.instagram.com/kbpcoes_official/
 - <https://twitter.com/kbpcoe>
 - https://m.facebook.com/kbpcoesofficial/?ref=pages_you_manage
 - <https://www.linkedin.com/in/kbpcoe-satara-959a781aa/>
 - <https://youtube.com/channel/UCefLWjzRyofC7t1EcrcFa7g>

