



RISE KRISHNA SAI PRAKASAM GROUP OF INSTITUTIONS::ONGOLE

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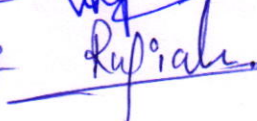
TRAINING & PLACEMENT PROCEDURES

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TRAINING & PLACEMENT

AIM

Placement Coordinators in each department support the RISE Krishna Sai Prakasam Group of Institutions' Training and Placement (T& P) Cell, which was created under the direction of the TPO (PL). The T&P Cell organises soft skills and personality development programmes, as well as workshops on interviewing tactics, internships, and projects for students, in order to make them more technically proficient.. Continue to build the MOU with industry to improve industry-institute engagement. The T&P cell's operations are directed by standard operating procedures. They shall,

- Co-design and implement training programmes for students in conjunction with academic departments.
- Ensure that the student database is updated every year so that it can be mapped to industry standards for the placement process.
- Create a robust and effective network between businesses, colleges, universities, and academic departments, as well as between students, in order to keep everyone up to date on current demands (employability, internships, consultancy, problem solving, projects etc.).
- Students' off-campus and pool drives can be arranged by the staff.
- Form a Memorandum of Understanding (MoU) with industry to enhance mutual cooperation, such as internships, consulting, issue solving, and projects.
- T&Pcell's performance statistics should be published on a regular basis.

The T& P cell mapped well defined roles and responsibilities of the individuals of the same as mentioned below,

Training and Placement Officer: *TPO shall,*

- Develop a training and placement strategy and budget for the institution.
- After receiving budget permission from the institute's head, take the initiative to organize resources to carry out T&P operations.
- Use institutional and external expertise to organize training programmes for soft skills and interviewing abilities for the students.
- In order to keep up with the current demands of industry, academics, departments, and students, we must collaborate with each other.

- Take charge of organizing on-campus, off-campus, and pool drives for students in conjunction with industry and academic schedules, with the help of placement coordinators from each department.
- Consider how technology and recruiting are changing in the workplace and talk to students about these issues.
- Collect feedback from the firms who are participating in placement.

Coordinator of Departments,

- Manage all of the College's training programmes.
- Maintain an eye on student participation in training.
- Gather the student's input for improvement.
- Follow the schedule for student training sessions.
- Students' profiles, companies they've interned with and more are kept in a database for future reference.
- Periodically assist TPO in making data-based decisions.

Standard Operating Procedure

The T & P Cell shall,

- First, Second, and Third-year students should begin planning their placement activities at the beginning of the semester
- For first-year students, provide an orientation programme and support online registration regarding their career plan, their desire to participate in different pre-placement activities/Training, and their ability to pay.
- Based on the students' online registration data, the counsellors can advise students on their future plans, such as pursuing a higher education or finding a job.
- Invitations with all required information to take part in the campus recruiting at the institute are sent to prospective firms and industries during the months of July-August of every academic year.
- Ensure that students who are participating in campus recruitment conform to the rules and regulations of the institute, such as dress code, interview etiquette, and time management.

- The recruiting team's arrival on campus is based on a corporate request, therefore you'll need to coordinate any hospitality needs.
- Assist the students by providing them with information on the campus drive procedure.
- Communicate with the students on the selection list and issue letters of recommendation following the completion of the campus drive procedure.