

Training and Placement Cell **Placement drive Procedure**

1. Proposal Submission

Organizations/Companies intending to organize Placement drive / Job Fest may contact the **Training & Placement (TAP) Cell** with the basic details about Company Profile, Job Profile, Job descriptions, Job Specifications, Job location, Package offered and any other specifications, if required. (Fill Prescribed Recruiter's Form available on www.drbbagpks.org)

2. Interventions and Communication

TAP will communicate with company for the Placement through mail or personal meetings. Once the mutual understanding between TAP and Company made, TAP cell will make necessary arrangements for the Placement drive / Job Fest.

3. Consent from the Company

The company is requested to inform the TAP Department of their recruitment procedure. The company may send details of their selection procedure (**online aptitude test, psychometric test, group discussions, number of rounds of interviews, etc.**), which will enable the TAP cell to make necessary arrangements.

4. Drive Design

Finally, Placement drive will be designed as per Company's convenience. Placement drive may have successive rounds of Interview (e.g. **Group Discussion, Aptitude test, Written Exam and Personal Interview**). Circular for the Placement drive will be uploaded on Institute Website for creating Applicant's pool for the placement.

4.1 On Institute Campus: The TAP cell is well equipped with necessary facilities. It has state of the art, air-conditioned hall, classrooms for group discussions, and boardroom for conducting personal interviews.

4.2 Off Institute Campus: The Company has to send the details of their arrangements for the Placement drive organizing at their own campus. Company may send notice/request letter to the institute for notice to the students/candidates.

5. Student's Communication

Registration of Students in TAP cell and drive specific Students will get information through Mail, Circular on institute website to take benefits of the Placement drive organized.

6. Students Confirmation for Placement

As per the company's requirement, students will be shortlisted and Shortlisted student will receive a confirmation mail to attend the Placement drive. Only shortlisted students can take part in Placement drive. Every shortlisted student has to be present in the placement drive with print out of Confirmation mail received from trainingplacementgpk@gmail.com.

Shortlisted students have to be present on the Placement drive day as per the Terms and Condition mentioned in Student Registration Form. (Available on www.drbbagpks.org)

7. Selection Process

By the end of the selection process, the company will inform the TAP cell about the final selection of the candidates thereafter in writing along with Offer letters of selected candidates. Institute will display the selected candidate list on Website and/or mail to selected candidates.

8. Report / Media

After completion of Placement drive, TAP cell will prepare full report on Placement Drive held along with selected Students. Report will be displayed on Institute Website. For acknowledging the Society, TAP cell through institute office may circulate the TAP cell initiatives for NEWS in Media.

For confirming participation in the placement drive, please call / write to:

Dr. Bhagwanjee Jha, In-charge Training & Placement Cell, Dr. B.B.A. Government Polytechnic, Karad (DP)
+91 9726080225 / trainingplacementgpk@gmail.com

Our Special Initiatives ,TAP Cell, Dr. B.B.A. Government Polytechnic, Karad (DP)

1. List of industries/Companies who associated with the institute through Placement drive for our students, would be displayed on our website www.drbbagpks.org under the heading “**Our Recruiters**”
2. Media reports about any placement drives by any industry/company would be displayed on the institute website under heading “ **Media Coverage**”
3. The list of the industry/Company who associated with the institute as “Expert” for employable skill knowledge sharing with students would be displayed on our website under the head “**Our Knowledge Partners**”

In-Charge
Training & Placement Cell

s/d

Principal
Dr. B.B.A. Government Polytechnic
Karad (DP)