
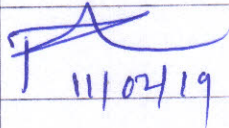


<b>GIT</b> GHARDA INSTITUTE OF TECHNOLOGY	<b>GIT-Standard Operation Procedure for Training and Placement Officer</b>		Page of 1 of 9
	Document No : GIT/GH/001	Revision No : 0	Eff. Date : 15.02.19

# Standard Operating Procedure For Training & Placement

### INDEX

Sr. No.	Description	Page No.
1.	Objective	3
2.	Scope	4
3.	Responsibilities	5-6
4.	Purpose of TPC SOP	7
5.	Flowchart TPC SOP	8
6.	Action against Non-Compliance	9

Authority	Designation	Signature
Prepared by	TPO - Mr.Sandip Magdum	
Approved by	Principal - Dr. P.S. Joshi	 11/02/19
Reviewed by	LMC dated 11.02.19	



**❖ Objective :-**

- Core Strengths: Teaching – Learning , Training & Project based learning
- Authority-Accountability-Responsibility As per rules and regulations
- TPO SOP Non-compliance Norms
- TPO SOP observations as pre-condition of employment
- Identical Norms for Students , Staff and HOD's
- Sharing of Human resources & Information across the College
- Learning Lessons
- Access Control
- Inter dept and Intra dept Audit
- Continual Improvement eg. SOP, Training Processes, Resource Management, Training Manuals, Placement Manual etc.
- Statutory Compliance
- Individual report cards of students , weightage in annual performance appraisal staff
- Periodical Information on TPO : Weekly, Monthly & On-going
- Etiquette of Students

<b>GIT</b> GHARDA INSTITUTE OF TECHNOLOGY	<b>GIT-Standard Operation Procedure for Training and Placement Officer</b>		Page of 4 of 9
	Document No : GIT/GH/001	Revision No : 0	Eff. Date : 15.02.19

❖ **Scope :-**

In spite of having very good infrastructure , highly qualified teaching staff & good teaching-learning process,. "Campus Placements, Internship and improvement in Technical and interpersonal skills " is still a challenging task. Few important changes and implementation of policy have to be implemented. This SOP shall streamline the Training and Placement Activity at College level. Each dept must follow the defined rules and regulation in order to achieve success. It is a time bound activity involving all stake holders and staff members with identical norms for all.



<b>GIT</b> GHARDA INSTITUTE OF TECHNOLOGY	<b>GIT-Standard Operation Procedure for          Training and Placement Officer</b>		Page of 5 of 9
	Document No : GIT/GH/001	Revision No : 0	Eff. Date : 15.02.19

### ❖ **Responsibility :-**

#### **Student Role and Responsibility:**

1. Every Student must register for Training and Placement Cell. There shall be mandatory undertaking taken from students for the same. Student shall choose decide his career path i.e. Placement/Higher Education, Competitive Exams and Entrepreneurship.
2. Students have to complete min. two short term i.e. 3-4 days and 1 long term i.e. 8-10 days soft skill and aptitude training programs during his 4 years of tenure.
3. 75% Attendance for each training program is compulsory
4. Student has to clear progressive assessment taken at the end of training program. Failed students shall not be considered for the Placement Activity/Entrepreneurship Cell.
5. Students have to complete min. 1 summer and 1 winter industrial training/internship.
6. 90% Attendance for Placement activity shall be mandatory
7. Students have to accept one student one offer policy

#### **TPO Coordinator Role and Responsibility**

1. TPO coordinator shall coordinate all training program arranged under student development cell
2. TPO shall be responsible for the attendance of students for TPC activity
3. TPO Coordinator shall submit progressive report of the students to TPO and HOD
4. TPO Coordinator shall coordinate entire campus recruitment process in discussion with TPO
5. TPO Coordinator shall be responsible to keep record all Training and internship activity of students
6. TPO Coordinator shall submit monthly report of all TPO Activity to HOD
7. TPO Coordinator with best performance shall be appreciated.



### **HOD Role and Responsibility**

1. HOD is responsible for registration of the students in Training and Placement Cell
2. HOD shall take monthly report from TPO coordinator
3. HOD shall take necessary action against irregular students and take undertaking from students for misbehavior in Training and Placement Cell.
4. HOD's shall suggest training for their students in discussion with TPO as per the demand of industry employers, students
5. HOD shall take monthly report of Training and Placement cell through MIS.
6. HOD shall take necessary action against TPO coordinator in case of performance evaluation and achievement.

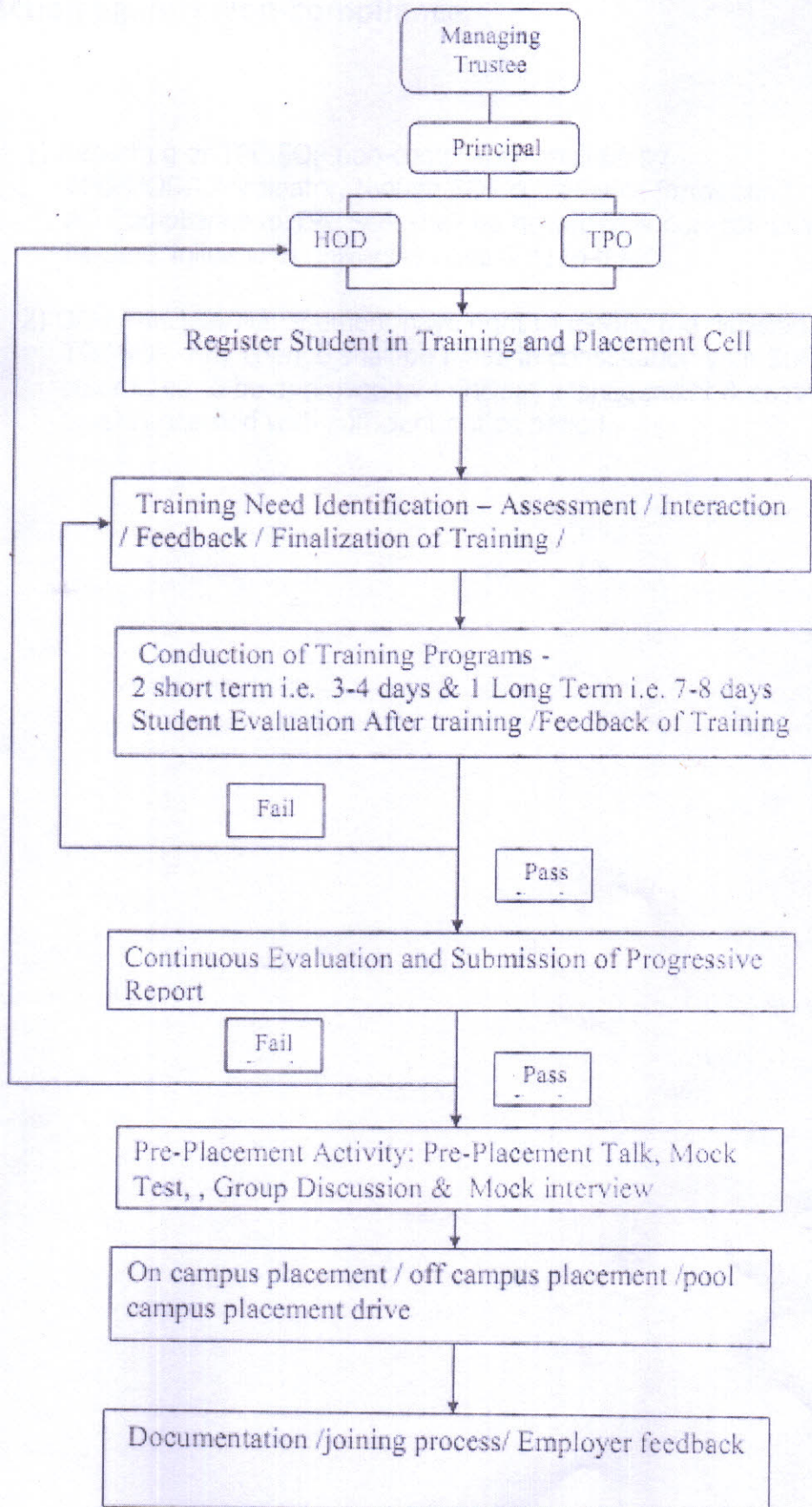
### **TPO Role and Responsibility**

1. TPO shall conduct student registration process for TPC
2. TPO shall conduct training need identification as per the requirements of employer and students.
3. TPO shall be responsible to arrange regular training/ workshop / campus placement/Internship/IIPC/Entrepreneurship cell/Higher education
4. TPO shall publish the training session in consultation with all HOD
5. TPO shall be responsible for on /off campus placement and Higher education related activities
6. TPO shall report to HOD and Principal about student performance/ behavior and attendance in different program
7. TPO & Dept TPO coordinator shall be responsible to maintain all documents related to NAAC/NBA accreditation.
8. TPO shall take action against irregular students/misbehavior of students and their poor performance
9. TPO shall report to Principal and Higher Authorities about TPO Coordinator/HOD in case of success and failure.
10. TPO shall submit monthly report of TPC activities to Principal and Management
11. TPO can utilize full budget for TPC in consultation with Principal and Managing trustee
12. TPO shall take regular feedback from different stake holders i.e. Student, Industry Employers , Parent, Resource Person
13. TPO shall be a active member of IIPC Cell

### Purpose of TPC SOP

- 1) TPC-SOP is primarily for TPC compliance related.
- 2) Training/Placement activity deficiency/requirements needs to be handled by Principal and higher management level in a time bound way.







<b>GIT</b> GHARDA INSTITUTE OF TECHNOLOGY	<b>GIT-Standard Operation Procedure for Training and Placement Officer</b>		Page of 9 of 9
	Document No : GIT/GH/001	Revision No : 0	Eff. Date : 15.02.19

### Action against Non-compliance

- 1) Reporting of TPC SOP non-compliance shall be by TPO/HOD/Coordinator, though SOP compliance forms can be filled by all. Compliance to TPC SOP shall be rewarded & non-compliance will be dealt inline with university rules time to time.
- 2) Only Principal/Management have right to modify the decision related to TPC SOP. Any change shall be made in consultation with SDC committee to be approved by Principal/ Management & communicated to all concerned with sufficient notice period.