


**VIDYA PRATISHTHAN'S  
KAMALNAYAN BAJAJ INSTITUTE OF ENGINEERING AND TECHNOLOGY,  
BARAMATI**

 VPKBIET	DEPARTMENTAL PROCEDURE FOR PLACEMENT OF STUDENTS	NO.DP/PLAC/01 REV. NO.00 DATE: 14/07/2017 PAGE 01 OF 02
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1. PURPOSE

Procedure specifies method for placement of students in companies.

2. SCOPE

Final and Pre-final year engineering students of VPKBIET.

3. RESPONSIBILITY

Training and placement officer guided by Principal is responsible for this procedure.

4. DEFINITION

Placement - Locating and finalizing job opportunity for students in companies.

5. ABBREVIATION

VPKBIET --- Vidya pratishthan's Kamalnayan Bajaj Institute of Engineering & Technology, Baramati.

HOD ---- Head of Department


IQAC --- Internal Quality Management Cell.

HRD --- Human Resource Development

6. PROCEDURE

- 6.1 Training and placement officer contacts HRD department of companies in and outside Baramati. He also ensures that brocher, institute details are given to these companies. Records of invitation for campus interview are maintained.
- 6.2 Based on the response received on the activities mentioned in 6.1 above an invitation letter is sent to HRD department inviting them for campus interview. Some companies accept our campus interview invitation and inform the date suitable for them. Students are informed accordingly for appearing for the interview.
- 6.3 In case of companies who ask students to visit their premises for interview, we inform the students accordingly. Those who are interested in attending the interview are given the details.
- 6.4 The records are maintained for the activities mentioned for 6.2 and 6.3. From these records various statistical details like number of companies interested in placement, number of students placed. These campus interview reports are stored and used for the next year placement.
- 6.5 Students who are already placed, their details like present address, organization where they are working, present positions are retained in file.
- 6.6 Alumni mentioned above are contacted at least once in a year or as and when required during the year through social networking sites to ensure their presence in the organization can be for benefits of our future passing out students.
- 6.7 Every year for passed out students, a group has been created on Internet to communicate with them. Feedback and suggestions are invited from alumnae through E-mails or personally during alumnae meet.

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7. REFERENCE:

- a. List of companies in and outside Baramati.

8. RECORD:

- a. List of companies contacted
- b. List of interviewing companies.
- c. Placed students list
- d. Invitation for campus interview
- e. Campus interview reports
- f. Contact details of placed students

Prepared by  
PLACEMENT OFFICER

Approved by  
PRINCIPAL

Issued by  
IQAC