


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

 VPKBIET	DEPARTMENTAL PROCEDURE FOR TRAINING OF STUDENTS	NO.DP/PLAC/02 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

Students of VPKBIET.

3. RESPONSIBILITY

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

4. DEFINITION

Training – Increasing competencies of students required for placement.

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 TPO visits students in classroom to make them aware about training and placement activities.
- 6.2 Students are trained by conducting expert lectures and short term courses.
- 6.3 The area of training is identified depending upon the feedback received from companies coming for placement.
- 6.4 For identified areas, training company/ person is identified by Training and Placement officer. After obtaining Principals approval, it is invited for training of students.
- 6.5 Schedule of students is adjusted by discussing with HOD for the training period.
- 6.6 After the training, feedback about training is taken. Evaluation of feedback is used for further training courses.
- 6.7 List and reports of trainings conducted, feedback regarding training, are maintained for future reference.

7. REFERENCE:

- a. List of areas identified for training.
- b. List trainers and training companies.

8. RECORD:

- a. List and reports of trainings conducted.
- b. Feedback regarding training.

Prepared by
PLACEMENT OFFICER

Approved by
PRINCIPAL

Issued by
IQAC