

## **INTRODUCTION**

- 1) Name of the Organization : Shree Mahavir Education Society
- 2) Location (City, State) : Village : Varvandi , Tal : Dindori ,  
Dist. : Nashik 422202 ,  
State : Maharashtra .
- 3) Complete Address : H.O. : D- 24, MIDC, Satpur ,  
Nashik -422007, Maharashtra.
- 4) Website : [www.shreemahavir.org](http://www.shreemahavir.org)
- 5) Name of the VC/Principal/Director/Head : Dr. Mrs. Maya Padwal  
Chief Executive Officer
- 6) E-mail : [chairman@shreemahavir.org](mailto:chairman@shreemahavir.org)
- 7) Telephone : 0253-2350181 , 2351381 , 3200009
- 8) Name of Promoters/Trustees : Mr. Harish L . Sanghavi
- 9) Year of Establishment : 1996
- 10) Recognition Details : Trust established in 1996

### **Shree Mahavir Education Society's**

1. Institute of Technology Polytechnic ,  
established in 1999 .
2. Shree Mahavir Institute of  
Pharmacy,  
established in 2003 .
3. Sanghavi College of Engineering ,  
established in 2012.

All these institutes are approved by All India Council for Technical Education (AICTE) ,  
Directorate of Technical Education (DTE) , Pharmacy Council of India (PCI) ,  
Maharashtra State of Board of Technical Education (MSBTE) and Savitribai Phule  
Pune University .



**Shree Mahavir**  
Education Society

Regd. No. 4401-Nashik Dtd. 20-02-1997

SHREE MAHAVIR EDUCATION SOCIETY  
NASHIK  
**INDUSTRY ACADEMIC COORDINATION**  
**(TRAINING & PLACEMENT)**

**Shree Mahavir**  
Education Society's



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Education Society's



**Shree Mahavir**  
Education Society's





## **INDUSTRY ACADEMIC COORDINATION (TRAINING & PLACEMENT)**

An Employment Enhancement cell for assisting the students for Shree Mahavir Education Society on "On Campus & Off Campus" Engagement has been formed.

### **Responsibilities of Employment Enhancement Program Cell:**

- ✓ To help departments in preparation of Brochures
- ✓ To invite prospective companies to campus for Recruitment.
- ✓ To coordinate the mentor from Industry & Faculty Mentors for Final Engagement requirements.
- ✓ To receive the personnel and provide necessary inputs about the college and to coordinate student representatives for smooth functioning at various locations (interview halls, written test halls, canteen etc.)
- ✓ To register students for the Jobs with prescribed qualifications.
- ✓ To arrange for various facilities required to conduct interview on the date of interview through departments.
- ✓ To collect allotment / appointment letters and distribute them to selected students & collect acceptance letters from the students and dispatch to employees.
- ✓ To coordinate for provide in-plant training / internships in industries.
- ✓ To achieve maximum possible preferably 100% Engagements to students for a Job.
- ✓ To arrange entrepreneurship camps and to motivate the students for self-employment.
- ✓ To arrange programs to guide and counsel the students regarding various sources available to them like finance, men and material for self-employment.

### ***Other activities include in coordination with Departments:***

- ✓ Periodic Conduct of IQ tests, plan / Conduct of motivational session with internal or external resources.





- ✓ Arrangement of Personality Development Workshops.
- ✓ Train students in aptitude tests, interview techniques, group discussions by identifying the needs of the Industries.
- ✓ Notification regarding various competitive examinations.
- ✓ Help Departments in organizing industrial visits/ Study Tours.
- ✓ Guide students wishing to pursue Higher Education and internships.
- ✓ To arrange expert lecturers to update the students and the staff regarding recent developments in industry.
- ✓ To handle alumni affairs, including maintenance of all relevant details of passed out students and alumni association.
- ✓ To monitor the functioning of alumni association and to arrange their regular meetings.
- ✓ To train students for various paper presentations and the Technical exhibitions.
- ✓ Organise training program for teachers to update their knowledge and skill to deliver better for the updated/ revised curriculum.
- ✓ To collect bio-data from eligible students in each semester and verify their credentials
- ✓ To identify one department coordinator from every department who will actively participate in Engagement work
- ✓ Bio-data (standard forms available in the college) are to be collected from eligible students and submitted to companies
- ✓ If a student has been selected in the campus interview and has received an appointment letter, then he/she CANNOT APPLY AGAIN and his/her name will be removed from Engagement rolls
- ✓ To regulate students who have to be interviewed as per the order given by the employer with the help of the Student Representatives.
- ✓ Students should register their names in the Placement office after verifying their primary eligibility conditions through their department coordinator. They should provide Photo copies of all their mark sheets while registration





- ✓ Bio-data of the students should be provided to the department coordinator for every company visiting our campus.

## Guidelines

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- The role of the Placement Office is of a **facilitator and counselor for placement related activities**. TPO **does NOT guarantee a job / Internship / project training etc**. Applying for a company or joining a company is entirely the responsibility/decision of the student concerned.
- The placement facility is available to all the students registered with TPO through the policy *"One job to one student" at the first instance*. If a student is offered a job in a slot, he/she will be de-registered from the placement process and would not be allowed to appear in any further processes.
- If a student is offered more than one job in one slot, he/she has to select only of the jobs offered to him/her by the end of the slot i.e. on the same day so that the waiting list candidate may have better opportunity.
- There is **no restriction** on applying/appearing in interviews **until the first job is offered**. A student will be considered to have secured a job if he/she is offered through selection process or declared as a successful candidate from the company and company assures on paper to offer the job.
- Students must keep their **Identity Card** with them at the time of PPT/Test/Group Discussion/Interviews, and produce the same when asked by the visiting team, TPO staff or their representatives.
- No student other than TPO Team is allowed to contact the company officials for any purpose without prior permission from the TPO. Defaulters would be heavily penalized as per the decision of the TPO.
- TPO strongly **discourages the students to go for off campus placements in the companies without information** as this affects the company-institute relations adversely. Students are also requested to forward contacts they have, if any, in different companies so that TPO may formally invite these companies for placements.
- If a student makes any false claims in his/her resume submitted to TPO, then his/her registration with TPO will be cancelled immediately. If the student has already received a job offer, it would be revoked and there would be further disciplinary action as per decision of the TPO.
  - If a student is found to have hidden the nature of his/her enrolled program (for example, conversion to dual degree), his/her registration at TPO will be cancelled immediately and **would lead to further disciplinary action as per decision of the TPO**.





- It is the responsibility of the student to check that he/she meets all the eligibility criteria which might be required at the time of joining (academic, medical, etc.) for the opportunity he/she is applying.
  - Ex-1. If a company requires the applicant to have a CPI of 65 % at the time of joining, be well assured before applying to that company.
  - Ex-2. If a company does not select candidates with a particular medical disability, please ensure that you do not have that disability.
- Any sort of indecent behavior during the placement session may lead to cancellation of registration and case would be forwarded to TPO for further disciplinary action.

## **RULES & GUIDELINES FOR THE CANDIDATES FOR CAMPUS PLACEMENT**

### **BEFORE -PLACEMENT**

1. The attendance for pre placement trainings will be a pre requisite for the placement process. Pre Placement talks will be given on subjects related to job interviews, Resume and the requirement of minimum criteria.
2. If a student is not appearing for the placement even after the registration for the same, he/she should give a valid explanation to the concerned Dept. Coordinator. Otherwise, their candidature will be suspended for further placements.
3. The registration for each placement process should be done by interested students individually at placement cell site before the due date as per the notice. If any registered student withdraws from the placement process without informing the placement cell with valid reason he/she will be disqualified for further placements

### **PRE-PLACEMENT TALKS (PPT)**

1. Notices of the PPT will be notified by department placement coordinator well in advance. Students should occupy the venue 15-minutes before the scheduled start of the PPT
2. Students interested in a particular company, must attend its PPT without fail
3. Attendance will be taken and only those students who have attended a particular PPT will be eligible to apply for that company
4. Students must clarify details regarding salary break-up, job profile, place of work, bond details etc. with the companies during PPT (pre-placement talk)





5. Students cannot decide on their own (voluntarily) to drop from the selection process of a particular company, after sitting through its PPT without informing the placement cell unless the student deregisters from the placements.

## PLACEMENT PROCESS

### 1. RESPONSIBILITY:

It is the responsibility of the student to check announcements/notices/ updated information/shortlisted names etc. in the notice boards of Placement Office/Department. Students are expected to be in time as per the announcements.

### 2. PLACEMENT POLICY:

a. There should not be any interference between Placement Company and students other than during pre-placement talk.

b. The rules framed by the company for placement is final. No negotiations are entertained on this issue during the placement day.

### 3. ATTENDANCE & PUNCTUALITY:

a. A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately in the midst of a selection process will be disqualified from placement for the rest of the academic year.

b. **LATE COMERS** for aptitude test/GD / interview may not be allowed to appear for the selection process.

### 4. DISCIPLINE:

a. Students should maintain discipline and show ethical behavior in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the institute name will be disqualified from the placements for the rest of the academic year. b. Students found cheating or misbehaving in the selection process (PPT/Test/GD/Interview) will be disqualified from the placements for the rest of the academic year.

### 5. JOINING STATUS:

In case, students decide not to join the company, they should inform the company in writing with valid reasons as early as possible. They are also required to submit a copy of that letter to the Placement Office.





## 6. DRESS CODE:

Students must be dressed in Uniform and should wear college ID card whenever they participate in any sort of interaction with a company.

NB: This office reserves the right to refuse permission to a student to attend the selection process, if their attire is unsatisfactory.

## 7. IDENTITY CARDS:

Students must bring their identity cards with them whenever they go through a placement process.

## 8. BELONGINGS:

a. Bring all the relevant documents which are required for interview/test.

b. Always keep 2 passport size colour photographs, original/attested copies of certificates & 2 copies of 'resume' with you.

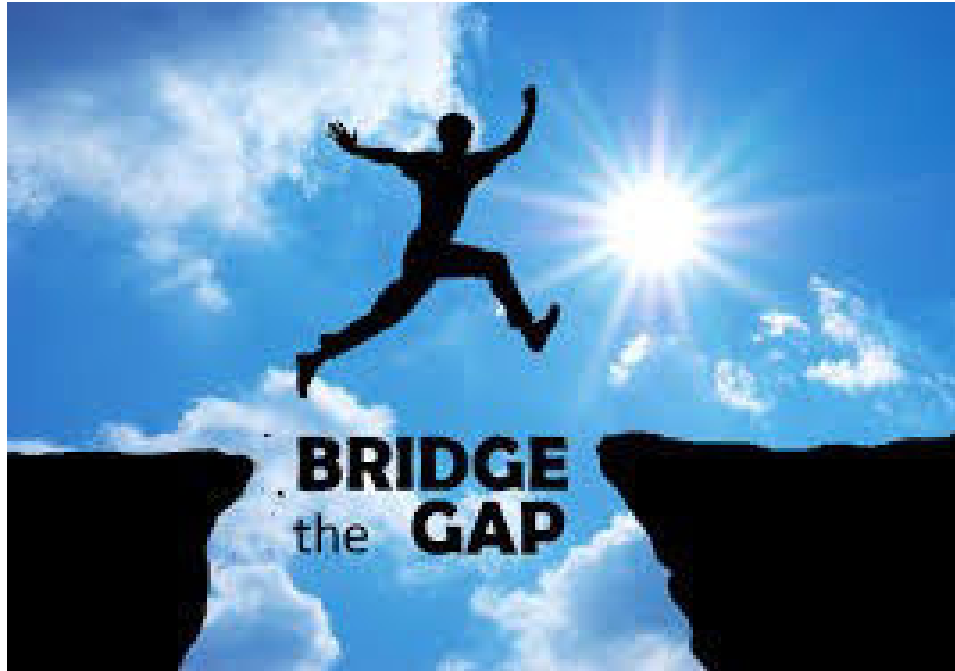
9. For all matters not covered by the above regulations, the Training and Placement Office will use its discretion to take appropriate decisions.

- **Any violation on the above said rules will make you disqualified from attending the present and further placements.**
- **The decision of the TPO will be final in all these matters.**

TPO







*Bridging* the soft skills gap





## Soft Skills Training

### Objectives

Effective communication and interpersonal skills are crucial to increase employment opportunities and to compete successfully in the business environment. The real key to the effectiveness of professionals is their ability to put their domain knowledge into effective practice. In this context, soft skills have a crucial role to play. If future managers know how to deal with people at the emotional level (peers, subordinates, superiors, clients, suppliers, etc.) through Emotional Intelligence (EI), they can build and sustain effective relationships that will result in mutual gain.

SCE supplements the Graduate Program curriculum with soft skills training, providing a unique opportunity for all SCE students to develop their personality and upgrade their communication and presentation skills. The training benefits the students, both in their early professional careers and in their social interactions in the day to day environment.

Soft skills provide students with a strong conceptual and practical framework to build, develop and manage teams. They play an important role in the development of the students' overall personality, thereby enhancing their career prospects. The soft skills training provides strong practical orientation to the students and helps them in building and improving their skills in communication, the effective use of English, business correspondence, presentations, team building, leadership, time management, group discussions, interviews, and inter-personal skills. This training also helps students in career visioning and planning, effective resume writing and dealing with placement consultants and headhunters.

The training is conducted in a very informal, interesting, and interactive manner, which gives ample scope for the students to interact with each other and face a wide variety of issues, topics, and situations that they are likely to come across as entry-level managers.





## Objectives of Soft Skills Training

By the end of the soft skills training program, the students should be able to:

Develop effective communication skills (spoken and written).

Develop effective presentation skills.

Conduct & prepare technical reports which produce results.

Become self-confident individuals by mastering inter-personal skills, team management skills, and leadership skills.

Develop all-round personalities with a mature outlook to function effectively in different circumstances.

Develop broad career plans, evaluate the employment market, identify the organizations to get good placement, match the job requirements and skill sets.

Take part effectively in various selection procedures adopted by the recruiters.

## Personality Development through Soft Skills Training

In an age when relationships between individuals and organizations are getting more and more complex, it is not enough to only have an excellent IQ. Being good at number crunching and scoring high marks in subjects are not the only criteria for success in professional or personal life. The ability to deal with one's feelings and understand the feelings of others in any given situation helps one to complement academic intelligence/cognitive capacities (IQ) with a humane understanding of issues. This ability is known as Emotional Intelligence or EI.

During the Soft Skills training at SCE, training is imparted to fine-tune the students' attitudes, values, beliefs, motivation, desires, feelings, eagerness to learn, willingness to share and embrace new ideas, goal orientation, flexibility, persuasion, futuristic thinking, compassion, diplomacy, and various skill sets of communication, manners, and etiquette so that they will be able to deal with different situations diligently and responsibly. Soft skills or Emotional Intelligence Skills strengthen them from within. These skills empower them to understand "who they are" and how best they can come across as competent individuals in any given situation.





The training in soft skills has two parts. One part involves developing attitudes and attributes, and the other part involves fine-tuning communication skills to express attitudes, ideas, and thoughts well. Crucial to successful work is the perfect integration of ideas and attitudes with appropriate communication skills in oral, written, and non-verbal areas. Attitudes and skills are integral to soft skills. Each one influences and complements the other.

## English Language Proficiency Test

Grooming of the students begins with a preliminary test in the English language by writing their bio-data to determine their level of competence in the use of English for effective communication both oral and written. The idea is to ensure that students are oriented to understand that an Engineer's key job is to be able to express himself / herself clearly, correctly, and concisely.

Personality Development through Soft Skills Training at SCE is conducted in three modules:

- Module I : Effective Communication
- Module II : Behavioral Skills
- Module III : Training in Groups

## Soft Skills Module I: Effective Communication

In this module, students get a chance to learn the nuances of English for technical purposes. Technical Reports, letter writing, and Seminars form the core of the Soft Skills Training. Rigorous training is also given in oral communication through different modules like presentation skills, face-to-face dialogues, telephone etiquette, Industrial and social etiquette, and conversational skills.

This module covers the following areas:

Effective Communication: Communications skills, current English usage, debates, language games, situational dialogues, précis writing, essay writing, presentations.





**Presentation Skills:** Preparing for effective presentations, presentation for small groups and large groups, marketing and technical presentations.

**Business Correspondence:** Principles of clear writing, often misused words, applications and requests, positive and negative responses to requests, routine messages, memos, report writing, organizing meetings, preparation of agenda and minutes, business etiquette, telephone etiquette, e-mail etiquette.

### Benefits from the Training

The ability to communicate clearly and concisely is an advantage to a promising manager. The students will soon realize that fluency and command over speaking and writing gives them an edge while interacting with people at all levels.

### Soft Skills Module II: Behavioral Skills

An array of skills related to personal growth for efficient functioning constitutes the training. Students are made to realize their strengths and weaknesses so that they are able to grasp the true essence of development. They are made to take part in role plays, games, and puzzles that demonstrate the attributes needed for assertiveness, interpersonal relationships, negotiations, time and goal management, leadership skills, and conflict management.

To enable the students to work on their weaknesses, trained counselors' services are made available. Personality assessment tests are conducted followed by regular sessions with the counselor.

**Psychological Tests:** Aptitude and personality assessment, suggestions for improvement.

**Team Skills:** Team building and leadership, evolution of groups into teams, group dynamics, emergence of leadership, intra-group dynamics, inter-group dynamics, conflict management, inter dependency, assessment of team-based projects.

**Time Management:** Pareto's Principle, Parkinson's Laws, Murphy's Laws, Law of Clutter, prioritization, goal setting, effective time management.





Interpersonal Skills: Negotiations, listening skills, social skills, assertive skills, cross-cultural communications.

Leadership Skills: Concepts of leadership, leadership styles, insights from great leaders.

### Benefits from the Training

Self-awareness programs enhance the students' personalities. They get to realize that punctuality, goal management, collaborative team skills, and listening skills, are important facets of a well-rounded personality. These soft skills are enormously valued in business organizations. As employment conditions become tougher, potential recruiters look for personal attributes like attitude and values.

### Soft Skills Module III : Training in Group Discussion (GD) and Personal Interview (PI)

Before the students go through real job interviews, they will be made to go through a series of practice sessions on GD and PI. Feedback is given to the students later for a realistic understanding of industry expectations.

This module covers the following areas :

#### Career Visioning and Planning

Selection Process: Overview of selection process, practice of psychological tests, effective resume writing, dealing with placement consultants and headhunters, references – how to get effective references from past and current employers.

Group Discussions: Concepts and Practice.

Interview Techniques: Effective interview techniques, mock interviews, stress interviews, review and feedback.

### Benefits from the Training

All students aspire to obtain fulfilling and rewarding campus placements. How the students fare in the campus placement interviews depends on how well they are able to internalize the personality development techniques. If they internalize the techniques thoroughly, they have a good chance of getting great placements.





## Teaching Methods

The teaching methods in the soft skills training include lectures, projects, role plays, quizzes, and various other participatory sessions. The emphasis will be on learning by doing. Since the method of training is experiential and highly interactive, the students imbibe the skills and attributes in a gradual and subtle way over the duration of the program. The students will not only learn the skills and attributes but also internalize them over a period of time.

Internalization ensures that the skills and attributes become part of the students' nature. Subtle changes are bound to occur in their behavior and outlook, and these will make them more self-assured and confident. Moreover, the behavior changes will be gradual and natural and will not appear artificial or put on. Thus, the changes in them will be genuine and positive.

## Teaching Methods

### Evaluation

The Soft Skills training program evaluation of the students takes place on a continuous basis. Active participation in activities, interest displayed by the students in acquiring the necessary attributes and skills, and the commitment shown by them to improve in terms of attitudes are the main criteria for evaluation.

## Feedback

The effectiveness of the training session is enhanced through a two-way feedback. Wherever necessary, the faculty gives feedback to individual students on their performance and to the class in general. In turn, the students also give feedback on the training sessions. They are encouraged to give suggestions regarding the content and the delivery of the training sessions so that improvements can be made in the modules from time to time if necessary.





## Counseling

Throughout their stay at the SCE, the students will have access to the services of T&P Office. The T&P officer will administer psychological tests to bring about a high degree of self-awareness among the students. He will also guide them in the right direction so as to bring about the overall development of their personalities. He also help them to sort out the problems that they might encounter in their academics or at a personal level. Thus they are assured of a high degree of emotional comfort throughout their course of study at SCE.

The T&P office will also give a feedback to the students on their strengths and the areas where development is needed. The students are also at liberty to approach them for any personal problems they might face during their stay at SCE.

In addition; the students are made aware of the stream for which they are most suited.

## Inputs According to Training Need Analysis

The analysis of responses of the students to various psychometric instruments, and extensive interaction between the students, T&P office and the faculty members enable the identification of specific training needs of individual students.

SCE addresses these training requirements, through specifically designed training modules.

## Empowerment

To conclude, the soft skills program at SCE is about enabling and empowerment. With the students' commitment, T & P cell will ensure that they have a smooth transition from aspiring students to young successful managers.







## Training & Placement Cell

### Training activities

- T&P cell will conduct orientation and awareness programs from FE to BE students to groom them meticulously for their campus selection process. The training flow from FE to BE is as detailed in the below table

Class	Name of The Programme and Year of Engineering	Out come
FE	"Preparations Required from First year Engineering for getting a good Placements".	<p>Student will be made aware about the -</p> <ul style="list-style-type: none"> <li>• Training and Placement Cell and its activities,</li> <li>• Details of the visiting Companies and their Eligibility Criteria</li> <li>• Importance of Academic Marks / Percentage</li> <li>• How to prepare from FE to get good placements.</li> </ul> <p>• Communication skills development programme like.</p> <ol style="list-style-type: none"> <li>1 English speaking,</li> <li>2 English writing</li> <li>3 English grammar</li> <li>4 Reading News papers</li> <li>5 Letter and Application Writing</li> <li>6 email writing</li> </ol>
SE	"Team Building and Motivation" Workshops.	Students will be trained for public speaking, group activity and SWOT Analysis
TE	Structured Training Programs for 30 to 40 hours	Training the students for Aptitude Test, Mock Tests and Employability development programme as per Syllabus
HR Connect		Making the students aware about industry expectations and how to meet those expectations
BE	TCS/IBM/KPIT/Infosys Specific Training Programs	Preparing the Students for Placements and Employability development programme
HR Connect, C and C++ Training Programs for Non IT students and Post Placement Trainings		Bridging the Skill gap





T&P cell will also regularly conduct “Career Guidance Programs” to make the students aware about the different opportunities available in the areas like defence services, entrepreneur development, opportunities in higher education, patent agents etc.

- T&P cell will train the students for their Personal Interviews.
- The institute will maintain a cordial relationship with the industries and local industrial organizations like Nashik Industrial Manufacturers Associations (NIMA), Ambad Industrial Manufacturers Associations (AIMA) and Confederation of Indian Industries (CII) and invite them for HR connects and HR summits for enhancing industry institute interactions for molding the students to industry needs.
- Invite the industries to take the students for summer internship, final year and pre final year projects, vocational training and industrial visits to make the students exposure to industry environments.
- Eligible students will be given an average of 5 opportunities to get placed in the companies.
- The department will also coordinate with the companies to help passed out students for recruitment if need arises in the companies

## **Institute resources for conducting the Training and Placement Activities**

- Video Conferencing room to conduct the pre-placement talk, trainings and interviews.
- Computer Facilities to conduct the on-line tests for 250 students at a time
- Well-equipped Seminar halls for conducting the pre-placement talk
  - Sufficient rooms to conduct Group Discussions and Personal interviews



# Application Form for \_\_\_\_\_

“Company Name Here”

Role: \_\_\_\_\_

## Personal Details (please print this section)

Title	Surname	First Name (s) (underline the one you are known by)

Home Address

Temp Address (if applicable)

Post Code

Post Code

Telephone

Telephone

Email

Email

## Education - Professional, Postgraduate, First Degree/Diploma

Please list all **degrees/diplomas/professional qualifications etc.** held or currently studies for, whether at first degree or postgraduate level. **List most recent first** and give all results known whatever the outcome.

From - To month / year	Educational Institution	Award and Title of Award (Degree/Dipl/ etc.)	Aggregate Result (expected/awarded)

## Employment and Work Experience

Please describe briefly any work (whether paid or unpaid) which you have undertaken. Highlight (\*) the two most relevant and what you achieved.

From - To month / year	Employer	Job Title and Responsibilities	Achievements

## Geographical Location

Do you have a strong preference for a particular location? If so, give details.

## Personal Interests and Achievements

Use the space below to describe **with dates (year)** any spare-time activities. Include organising, leading or group activities. Those requiring initiative, creativity or giving intellectual development are also of interest.

The following questions are designed to encourage you to provide evidence of specific abilities. Your examples can be taken from your education, work experience, placements or spare-time or other voluntary activities.

### **Planning, implementation and achieving results:**

Describe a challenging project, activity or event which you have planned and taken through to a conclusion. Include your objective, what you did, any changes you made to your plan and state how you measured your success.

### **Influencing, communication and teamwork:**

Describe how you achieved a goal through influencing the actions or opinions of others (perhaps in a team context). What were the circumstances? What did you do to make a difference? How do you know the result was satisfactory?

### **Analysis, problem solving and creative thinking:**

Describe a difficult problem that you have solved. State how you decided which the critical issues were. Say what you did and what your solution was. What other approaches could you have taken?

## Additional Information

Please write here any additional information, not covered elsewhere, which will strengthen your application.

Where did you hear of us or see an advertisement?

## Specific Skills

1. List any languages that you know including level of proficiency (basic/working knowledge/fluent/mother-tongue).
2. Specify your experience with any generic computer packages/programming languages (limited/working knowledge/extensive)/
3. Indicate any other specific relevant skills (laboratory techniques, graphics skills etc.).

## Career Choice

Explain why you have applied for the job function (s) that you noted on the first page. Offer evidence of your suitability (e.g. courses undertaken, work shadowing, skills, strengths and experiences). Emphasise why you consider yourself to be a strong candidate.

## Health Declaration

Please give details of any health matters of relevance to the work applied for (see note within Guidance Notes and Monitoring Data).

## Referees

**Referee**

Name:

Position:

Address:

Telephone:

**Referee**

Name:

Position:

Address:

Telephone:

## Declaration

The statements made on this form are true. I understand any false statements may jeopardise my application and may lead to an offer being withdrawn.

Signed:

Name (please print)

Date:

**Minimum Qualifications:**

- Positive, enthusiastic attitude
- Excellent communication skills in English – Verbal and Written
- Strong work ethic
- Willingness to learn
- Ability to adapt to innovative methods
- Detail oriented – Problem solving techniques
- Ability to multi-task, manage and meet deadlines – Analytical Skills
- Additional Certification / Internship experience
- Projects / Seminars in current modern topics
- Neat and Clean Groomed look

**Ideal Qualifications:**

- Bachelors degree plus Internship plus additional courses like CAD/PLM/Linux with minimum aggregate percentage of 60 % and Nil ATKTs.
- Experience in any software for IT jobs
- Proven certificates in Extra Curricular Activities



## Placement Cell

Shree Mahavir Education Society's

# Sanghavi College of Engineering, Nashik

Inspiring Leadership | Approved by AICTE, Govt. of India. & Affiliated to Pune University, Maharashtra

## CAMPUS RECRUITMENT FORM (2016 Batch)

1. **Name of the Company with Postal Address** (Please enclose a profile and/or URL, if possible):

2. **Contact Person's Name:**

Designation:

Email :

Mobile:

3. **Probable Date for Campus Visit:**

(Mutually convenient date and time will be finalized.)

4. **Job Designation:**

5. **Job Description and Responsibility including possible Place of Posting:**

6. **Eligible Course** (Please tick [v]):

- |                    |     |                           |     |
|--------------------|-----|---------------------------|-----|
| • Mechanical Engg. | [ ] | • Computer Science        | [ ] |
| • Electrical Engg  | [ ] | • Electronics & TeleCommn | [ ] |
| • Civil Engg       | [ ] | • IT                      | [ ] |

6.a) **Final year Internship:**

In case being offered [ ]

7. **Recruiting for (Tick / shade one or more as suitable)**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> IT Software               | <input type="checkbox"/> Civil / Infrastructure     | <input type="checkbox"/> Consultancy       |
| <input type="checkbox"/> IT Hardware               | <input type="checkbox"/> Pharmacy / Biotech         | <input type="checkbox"/> Finance           |
| <input type="checkbox"/> Electronics/Communication | <input type="checkbox"/> Manufacturing / Automobile | <input type="checkbox"/> Sales & Marketing |
| <input type="checkbox"/> VLSI/ Embedded System     | <input type="checkbox"/> Chemical                   | <input type="checkbox"/> Customer Service  |
| <input type="checkbox"/> Electrical                | <input type="checkbox"/> MPH                        |  |
| <input type="checkbox"/> Other (Specify) :         |   |  |

8. **Eligibility Criteria** (if any): **Aggregate %age or any other conditions**

Skill set required

Components of Selection process (Tick / shade one or more as suitable):

- |                             |                          |                  |                          |
|-----------------------------|--------------------------|------------------|--------------------------|
| Short listing from resume   | <input type="checkbox"/> | Aggregate %age   | <input type="checkbox"/> |
| Aptitude test               | <input type="checkbox"/> | Technical test   | <input type="checkbox"/> |
| Group Discussion / Activity | <input type="checkbox"/> | Personal Interv. | <input type="checkbox"/> |

Others (Details):

9. **Salary Structure** (Please write in **words**):

- a) **Fixed Components** (Please indicate the components, e.g. Basic, DA etc.):
  
- b) **Basket of Allowances** (Please indicate the specific allowances):
  
- c) **Variable Components** (Please indicate the components and whether the payment is made on a monthly basis or not):

10. **Training Period** (if any):

11. **Service Agreement / Bond** (if any):

12. **Joining Formalities / Requirements** (if any):

13. **Requirements during the Selection Procedure** (Please tick [V]):

- a) **PPT** [ ]  
(Please mention if LCD Projector / Laptop / Speakers need to be arranged)
- b) **Test** :- **Written** [ ]                      **Online** [ ]  
(For online test, mention Hardware and Software requirements)

Number of Interview rooms required \_\_\_\_\_

14. **Campus Recruitment Team:**

- a) **Team Headed by:**
- b) **Contact Number :**
- c) **Team Size :**
- d) **Food Preference :**      **Breakfast.#:** \_\_\_\_\_      **Lunch.#:** \_\_\_\_\_      **No Food #:** \_\_\_\_\_



15. **Whether Transport facilities required or not?**

16. **Campus Starting Time:** \_\_\_\_\_ AM / PM (It must be after 9:30 am)

17. **Any other Facility Required:**

18. **Any other information that the company would like to provide like promotional avenues / Management Team Information etc.:**

<b>Signature :</b> <b>Name :</b> <b>Designation :</b> <b>Mobile :</b> <b>Email :</b> <b>Date :</b>	<b>Send by Post/Courier/Email/Fax to:</b> <b>Placement Committee</b> <b>Sanghavi College of Engineering</b> <b>Mhasrul, Varvandi Road, Nashik</b> <b>422202</b> Phone : +91-2557-259090, 204616(Direct) Fax : +91 -2557- 259091 Email: <a href="mailto:tpo.scoe@shreemahavir.org">tpo.scoe@shreemahavir.org</a> <a href="mailto:jayesh.pai@shreemavir.org">jayesh.pai@shreemavir.org</a>	
<b>FOR OFFICIAL USE</b>		
<b>Date of Receipt:</b>	<b>By:</b>	<b>Serial No.:</b>



## Placement Cell

Shree Mahavir Education Society's

# Sanghavi College of Engineering, Nashik

Inspiring Leadership | Approved by AICTE, Govt. of India. & Affiliated to Pune University, Maharashtra

### RESULT DECLARATION FORM

1. **Name of the Company with Postal Address** (Please enclose a profile and/or URL, if possible):

2. **Job Designation:**

3. **Eligible Course** (Please tick [√]):

- Mechanical Engg.                    [ ]                    • Computer Science                    [ ]
- Electrical Engg                    [ ]                    • Electronics & TeleComm [ ]
- Civil Engg                    [ ]                    • IT

4. **List of the students selected for above designation**


5. **List of wait-listed students for above designation**


**Salary Structure** (Please write in *words*):

a) **Fixed Components** (Please indicate the components, e.g. Basic, DA, Take home Pay etc.):

b) **Basket of Allowances** (Please indicate the specific allowances):

c) **Variable Components** (Please indicate the components and whether the payment is made on a monthly basis or not):

6. **Preferred joining date:**

7. **Training Period** (if any):

8. **Service Agreement / Bond** (if any):

<b>Signature</b> :	<b>Send by Post/Courier/Email/Fax to:</b>  <i>Placement Committee</i> <i>Sanghavi College of Engineering</i> <i>Mhasrul, Varvandi Road, Nashik</i> <i>422202</i> <b>Phone :</b> +91-2557-259090, 204616(Direct) <b>Fax :</b> +91 -2557- 259091 <b>Email:</b> <a href="mailto:tpo.scoe@shreemahavir.org">tpo.scoe@shreemahavir.org</a> <a href="mailto:jayesh.pai@shreemavir.org">jayesh.pai@shreemavir.org</a>	
<b>Name</b> :		
<b>Designation</b> :		
<b>Mobile</b> :		
<b>Email</b> :		
<b>Date</b> :		
<b>FOR OFFICIAL USE</b>		
<b>Date of Receipt:</b>	<b>By:</b>	<b>Serial No.:</b>

## STUDENT PLACEMENT OFFICE FEEDBACK FORM



Company Name:
Concerned Person:
Designation:
Contact information:

Statement	Rating					
	NA	1	2	3	4	5
<b>Preparation for Placement</b>						
Arrangement of Interview Rooms						
Stationary						
Accommodation and Transport Facilities						
Hospitality						
Overall Placement Office management						
Management was available to solve problems						
<b>Food and Refreshments</b>						
Quality of food served						
Food was served timely and efficiently						
<b>Students</b>						
Presentation skills of the students						
Technical skills						
Overall behavior of the students						
<b>Your valuable comments and areas to be improved:-</b>						

**Thank you for your visit to Shree Mahavir Education Society**

**STUDENT PLACEMENT EVALUATION FORM**

Name: \_\_\_\_\_

Placement: \_\_\_\_\_

Placement Dates: \_\_\_\_\_

The purpose of this questionnaire is to evaluate your placement experience. The feedback from this form will be used to improve or maintain your placement experience and as feedback to the placement agency.

Please complete this questionnaire after the Final Evaluation and give a copy to the Training & Placement Officer, Sanghavi College of Engineering, Nashik.

For each of the following statements, use the rating scale below:

**1 = Strongly Disagree   2 = Disagree   3 = Undecided   4 = Agree   5 = Strongly Agree**

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1. The online exam / paper-pen exam was adequate for me to complete my tasks.

1   2   3   4   5

2. I had enough training from the Interview Company to complete the assigned tasks.

1   2   3   4   5

3. I had enough training from the Training Placement coordinator or delegate before Placement.

1   2   3   4   5

4. I would have benefited with more time and training from the Training and Placement office or coordinator before placement.

1   2   3   4   5

5. From this placement, I have gained new or additional knowledge in the area of placement.

1   2   3   4   5

6. From this placement, I have gained new or additional knowledge in the Interview.

1   2   3   4   5

7. From this placement, I have gained new or additional knowledge on soft skills requirement.

1   2   3   4   5

8. I had adequate time to complete all of the assigned objectives / activities.

1   2   3   4   5

9. I understand the different job requirements and bond/service conditions offered by this agency.

1   2   3   4   5

