Sanjay Ghodawat University Kolhapur

Established Under Sanjay Ghodawat University Act XL of 2017 of Govt. of Maharashtra and recognized by University Grants Commission (UGC) New Delhi Under section 2(f) of UGC Act 1956

Empowering Lives Globally

Training and Placement Policy 2025

(Approved by 21st Academic Council held on 28th April 2025)

This shall be with effect from 01st July 2025

TRAINING & PLACEMENT OFFICE
SANJAY GHODAWAT UNIVERSITY

Training and Placement Policy 2025

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TRAINING & PLACEMENT OFFICE
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SGU Training and Placement Policy 2025

Preamble

The Training and Placement (T&P) Office is a vital department that bridges the gap between students and the corporate world. Its primary objective is to prepare students for their professional careers by providing training and facilitating placement opportunities. The Sanjay Ghodawat University Kolhapur (SGU) Training & Placement Office is committed in providing all possible assistance to the graduate and postgraduate students in their efforts to find employment. Sanjay Ghodawat University Kolhapur offers various career options to the students such as Campus Placement, Research/Higher Studies and Entrepreneurship as per their interest.

The SGU Training & Placement Policy is framed for the students those who prefer the placement option. The objective of T & P Policy is to streamline the placement process for the students and provide reasonable opportunities for all eligible candidates. This policy reflects the university's commitment to foster academic excellence, industry readiness and professional culture among the students. It serves as a guiding framework for students, faculty and recruiters, outlining the principles, procedures and responsibilities that govern the recruitment activities.

Through this policy, Sanjay Ghodawat University Kolhapur aims to build strong partnerships with industry leaders, enhance the employability of the graduates and maintain the high standards of integrity, transparency and professionalism in all the placement-related endeavours.

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1. Objectives

a) To provide sufficient opportunities to the students for placement

b) To establish relation with industry for internship, placements and consultancy projects

c) To develop and enhance students' employability skills through structured training programs

d) To ensure a fair and transparent placement process for all students.

e) To provide recruiters with pool of skilled talent.

f) To suggest the necessary changes in academic process and placement activities based on feedback on student performance from recruiters and as per the industry needs.

g) To arrange the faculty and student visits to industry for industry exposure

h) To build strong relations with industry by involving them in various activities of the university.

i) To bridge the gap between academics and industry expectations by conducting workshops, internships, industrial visits, and guest lectures by industry professionals.

2. T & P Office Organisation Structure

The organization structure of the T & P Office is as depicted in Figure given below,

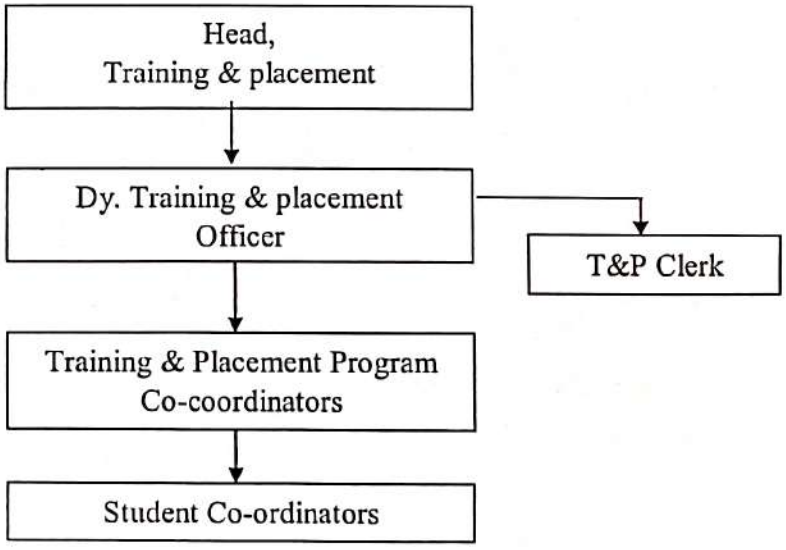


Fig 1. T & P Office Organisation Structure

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3. Roles and responsibilities for Training & Placement related activities -

3.1. Head, Training & Placement

Role: Oversees and manages the entire internship, training and placement ecosystem of the university.

Responsibilities:

- Establish and nurture industry-institute relations for internships and placements
- Establish and maintain strong relationships with industry partners
- Design and execute placement/internship strategies, training modules, etc
- Coordinate campus recruitment drives and internship programs
- Supervise student training for aptitude, soft skills, and interviews
- Act as the main Point of Contact for recruiting organizations
- Prepare placement/internship reports and submit them to authorities
- Prepare annual budget
- Supervise and guide Dy. TPO, T&P Clerk, departmental and student coordinators

3.2. Deputy T&P Officer (Dy. TPO)

Role: Assists the TPO in executing internship and placement -related tasks and managing coordination.

Responsibilities:

- Liaise with companies for internships, job openings and recruitment procedures
- Establish and maintain strong relationships with industry partners
- Planning and conducting training and placement events
- Communicate with students regarding eligibility, company details, and scheduling
- Monitor the implementation of training programs across departments
- Compile student data and help in generating placement analytics

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3.3. T & P Clerk

Role: To handle administrative support and maintains records for the internship and placement Department. .

Responsibilities:

- Maintain and update student databases, attendance for internship and placement records.
- Manage material and documentation (invitations, offer letters, feedback forms, and dead stock).
- Assist in scheduling interviews and coordinating logistics (rooms, hostility, and equipment, expenses, etc).
- Help in preparing reports and communication with stakeholders.
- Organize files, circulars and official correspondence.

3.4. Heads of Departments (HODs)

Role: Provide academic and strategic support to align departmental goals with placement activities.

Responsibilities:

- Explain the T&P Policy to students
- Motivate and prepare students for internship/placement readiness.
- Nominate departmental faculty and student coordinators.
- Ensure academic eligibility and discipline of students.
- Recommend training interventions specific to departmental needs.
- Encourage industry interactions and promote internships.
- Track and monitor placement progress in their departments.
- Arrange for alumni meet at the department regularly
- Involve industry experts/Alumni in various activities like convocation, talk series, conferences, research-related events, as a project judge, BOS member, external examiner, etc.
- Arrange motivational talks/events with the help of external experts.

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3.5. Department T&P Coordinators

Role: To coordinate between the T&P Cell and the department.

Responsibilities:

- Coordinate student registration and verification of eligibility.
- Help in organizing pre-placement and training activities within the department.
- Disseminate internship/placement-related information to students and HOD.
- Assist in collecting and forwarding student data to T&P Cell.
- Serve as a point of contact for department-specific recruiters.

3.6. Student T&P Coordinators

Role: To act as liaisons between the T&P Cell and students.

Responsibilities:

- Spread placement notifications and updates to peers.
- Encourage student participation in training and recruitment events.
- Help in organizing mock interviews, group discussions and orientation programs.
- Assist recruiters and placement cell during placement drives.
- Collect feedback from students and submit to faculty coordinators.

4. Student's Eligibility Criteria for Campus placements

As per the academic progression of the enrolled students for the placement track are eligible for campus placements.

a) Students must have a minimum 80% attendance for academics as well as for the trainings conducted by TP Office. Satisfactory academic & training performance is necessary as specified.

b) Students must not have any academic backlogs at the time of recruitment (unless otherwise specified by the recruiting company).

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5. SGU Training Policy

a) For all First-year students "Proficiency in communication enhancement course" will be designed and conducted. Based on the performance students will be categorised as fast and slow learner for further trainings

b) Student's interest in different tracks like Placement/ Entrepreneurship/ Higher studies will be called in the 2nd year after giving information about the tracks. The training will be given to the students as per their selected tracks.

A. Four Year Under Graduate Program –

Sr. No.	Year	Semester	Content
1	1st	1 & 2	Communication Skills
2	2nd	3 & 4	Soft Skills + Aptitude
3	3rd	5 & 6	Core subjects as per company requirements + Aptitude
4	4th	7	Company specific training and Interview techniques (if required)

B. Three Year Under Graduate Program

Sr. No.	Year	Semester	Content
1	1st	1 & 2	Communication Skills
2	2nd	3 & 4	Soft Skills + Aptitude
3	3rd	5 & 6	Core subjects as per company requirements and aptitude (if required)

C. Two Years Post Graduation/ Diploma Programs

Sr. No.	Year	Semester	Content
1	1st	1 & 2	Soft Skills + Aptitude
2	2nd	3 & 4	Company specific training (if required)

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- Communication Skills training will be given by English Department faculty
- Soft skill and aptitude training will be given by external agency.
- Core subjects training will be given by external agencies and the subjects will be selected by the department, based on recent company needs.
- Domain specific Training will be provided through finishing school.

c) Around four agencies are will be identified and different agencies will be appointed to different department.

d) The required charges training will be utilized from student fees.

e) Training will be provided for 2 hours/week slots in regular time table.

f) Student can change the track in Third year if required.

5.1 SGU T&P Office Code of Conduct for training activities

a) It is mandatory to attend all the training programs and tests (soft skill, aptitude, technical, mock interviews) organized by the T&P Office, failing which or unsatisfactory performance in these programs; will lead to disqualification of the candidate from placement drives.

b) Second year onwards – Online Practice tests for aptitude will be conducted, two tests/month. Based on performance students will be categorised for further trainings.

6. SGU Placement Policy

a) A student is eligible to receive maximum of TWO job offers through the campus placement process.

b) When a student is selected by two recruiters, then he/she will be considered as "placed" and will not be allowed to participate in further placement opportunities.

c) In case of the third placement opportunity having a pay package greater by 30% than the previous two offers, then student is allowed to apply to such higher package recruiter.

d) In case when the student does not join any job offered by the recruiters through T&P Office of the university, then the student will have to pay the penalty of Rs. 20,000/- (Rs. Twenty Thousand only) to University.

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e) If the student is selected in off-campus drive for the placement with a package greater than 30% of the offer through SGU drive then, he has to submit the offer letter to T&P Office for waive-off from the penalty.

f) Pool campus drives will be arranged at SGU. For the pool campus drives outside SGU, travelling arrangements will be made by university, if required.

g) Class wise two student's representatives nominated by Department Heads will be appointed to look after Training & Placement activities.

h) Request letters for placements will be send to companies with student data.

i) Standard resume format for all students must be prepared (a session will be conducted for all Final & Pre-final year students)

j) To enhance the association between present recruiters and potential recruiters, the following activities are to be undertaken –

1. Inviting industry experts to the SGU campus for events like convocation, talk series, conferences, research-related events, as a project judge, etc.
2. Involve them as BOS member, external examiner, etc.
3. Arranging events like HR meet in Campus/ Off Campus. .
4. Arranging regular Alumni meets at the department level.
5. Assign Industry expert/Alumni as mentor for students.

k) Training and placement Coordinators should not be given any other departmental/central responsibilities. All TPCs should be made free on every Friday and Saturday. All TPC will spend every Friday and Saturday at TP Office for various TP activities, visits, etc.

l) T&P Office will conduct activities like practice for enhancement in Communication skills, extempore, personality development, GD, mock interviews, etc to prepare students for drives on regular basis.

6.1 SGU T&P Office Code of Conduct for placement activities

a) Students will be well informed about the package, job title, designation, company profile in advance so as to confirm his/ her candidature for the drive of the company. Student have to study the Company profile before applying for placement drive.

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b) After applying for the drive and shortlisted by the company for the drive, he/she must attend the drive. Failing to appear for the drive for TWO companies, T&P Office will not consider their candidature for further drives.

c) False information in resume or interviews will lead to cancellation of offers and will be liable for disciplinary measures.

d) Students have to ensure that they report on time as mentioned in the details or in the mail/ information received from Central T&P Office. Students coming late will not be allowed to participate in the process.

e) Students must attend all interviews in formal attire and adhere to professional etiquettes.

f) Students always have to carry one folder containing original and photo copies of Mark sheets, Certificates, Passport Size Photos, Resumes & Stationery items like Pen, Pencil, Blank Sheets, Stapler and Glue Stick etc.

g) Students are not allowed to contact Company / HR Delegates directly for any reason. If they are facing any problem they have to first contact Placement Officer and discuss their problem.

h) A copy of offer letter for selection through SGU drives or off campus need to be submitted to the department faculty coordinator and to training and placement office.

6.2. Post-Placement Support

a) Students must confirm their joining with the recruiter and submit joining details to the Department T&P Coordinator. After this submission he/she is can apply for Clearance/Leaving Certificate.

b) The student will be considered as placed after receiving the offer letter. It is the student's responsibility to complete successfully the post-placement assignments, tasks, projects, medical examination etc. given by the respective company. T & P office / University will not be in the loop for the same.

c) Most of the recruiters now a day's prefer to have a student to sign a service agreement / legal bond for the service duration with them. Once signed he/ she will be responsible for the same. T&P office/ University will not be responsible for the commitment made by the students and will not interfere.

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7. Registration Process for SGU Campus placements (one time)

a) The student should register for placement to express his/her candidature for placement programs through the "Consent Form" duly signed by student and parents

b) Students who have registered will only be allowed for placements and training activities.

c) Registration for placement indicates a willingness of the student to participate in the training and placement process. The placement of the student is completely based on the student's performance during the interview process.

d) It is mandatory for the student to fill his/ her information on the ERP system correctly, and update the profile regularly.

8. Registration Process for Recruiter drives (Recruiter wise)

a) It is the prime responsibility of students to check all the updates related to Campus Recruitment Drives, its eligibility, dates, venue etc. conveyed by T&P Office of Sanjay Ghodawat University.

b) Students have to register for the drive announced by the Training & Placement Office.

c) Companies are invited to conduct Pre-Placement Talks (PPT) or to circulate the information, to explain job profiles, locations, selection procedures and compensation packages etc.

d) Once registered for drive, student must attend the drive, or he / she will be strictly debarred from the further placement activity.

e) Accurate information and updated resume must be submitted for drive and interview short listing.

f) Based on company criteria, eligible students may be shortlisted for further rounds as per the company policy. The rounds may be –

- Written Exam (Aptitude / Technical Test)

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- Group Discussion
- Technical Interview (One to One)
- HR Interview
- Verification of Documents

9. SGU Internships

Sanjay Ghodawat University Kolhapur places high focus on the interaction with industries to give adequate exposure to student for practicing aspects of theoretical knowledge they learn in classroom. Moving one step ahead, in order to enhance the student's experience with world of work industry internship is introduced.

The internship process is as below-

- Student is informed about internship details as per the curriculum structure
- A University Supervisor is appointed as guide
- List of probable companies for internship is provided to student and necessary correspondence for permission is made by university
- As per company policy drives for internship selection are arranged.
- Once the company is finalised, a request is made to company to appoint Industry Guide to monitor and help student during internship
- An Internship Diary is given to student for maintaining the daily work report
- University Guide monitors student's internship performance along with the Industry Supervisor
- After completion of internship student submits internship report
- Student is evaluated based on the report submitted, presentation given, oral exam, etc

10. Policy Revisions

Sanjay Ghodawat University Kolhapur and T&P Office reserves the right to revise the SGU Placement Policy2025 at any time. Students will be notified for the changes if any.

Registrar
Sanjay Ghodawat University
Kolhapur

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Student and Parent Undertaking for Placement Policy 2025

(Duly filled and signed form is to be submitted by students who have opted Placement track)

We have read the Placement Policy 2025 published on Sanjay Ghodawat University website and hereby undertake to comply & follow the conditions in the policy.

Name of the Student ....

Admission Year .....

Program :.....

PRN number: .....

Class & Roll no.:..... Division : .....

Mobile no.: .....

Email : .....

Student's Sign .....

Parent Name .....

Mobile no.: .....

Email : .....

Parent's Sign .....

Date:.....

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