



Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY'S®

S. K. N. SINHGAD SCHOOL OF BUSINESS MANAGEMENT

(Approved by AICTE, Recognised by Govt. of Maharashtra & Affiliated to Savitribai Phule Pune University)

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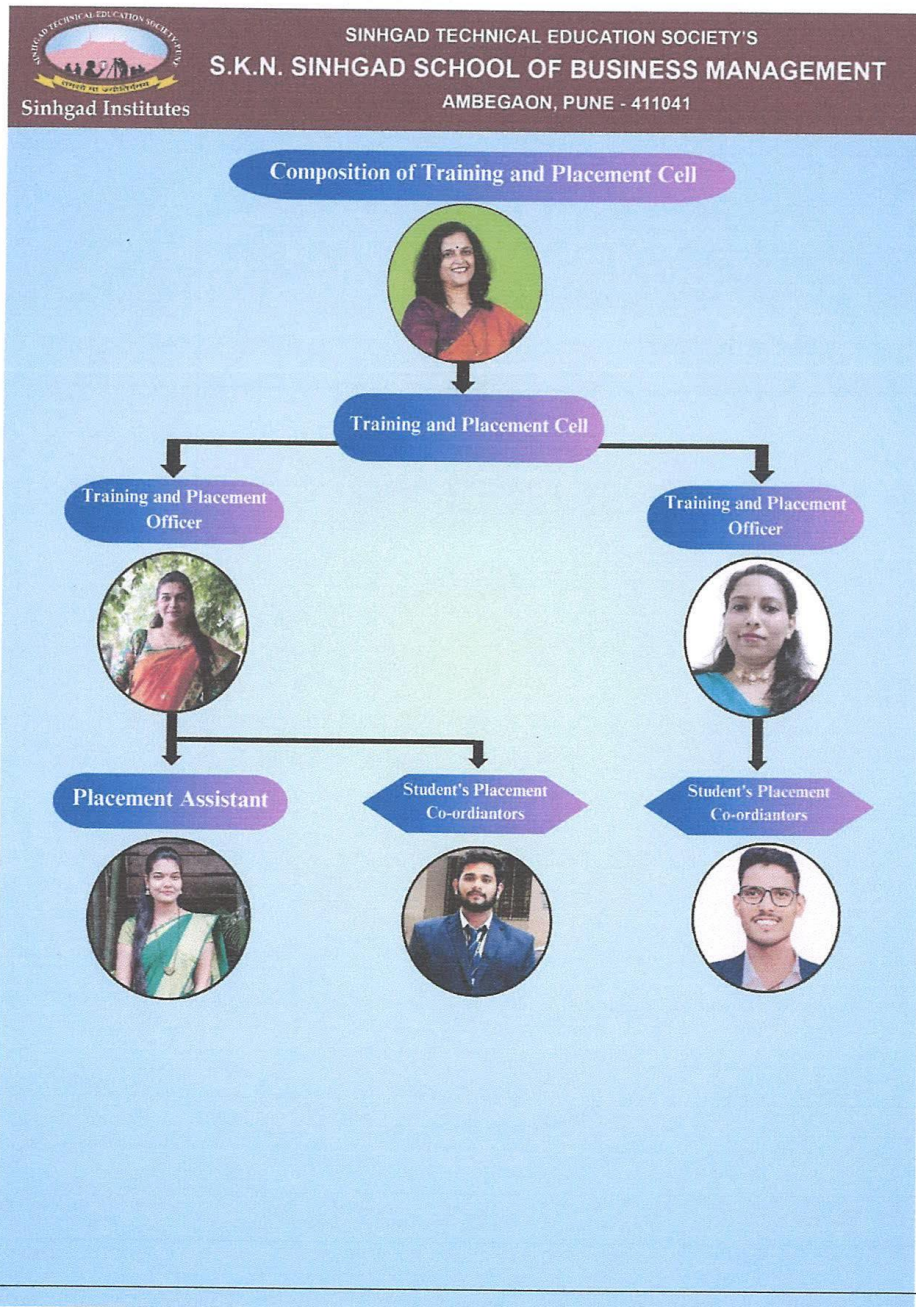
S.K.N Sinhgad School of Business Management

Placement Policy Document

The Institute has a structured mechanism to make the students employable and also to help them choose the career of their interest. Training and Placement cell is headed by Dean who is supported by training and placement officer an Institute level. These TPOs coordinate with various department level faculty coordinators for its activities. All the students register online through email with their personal and academic details. Employability tests (ET) are conducted by the cell to train the students for placements. Based on the company criteria, First Naukri Certification, & TCSion Certification data, students are short-listed for placements. The structure of the Training and Placement cell is shown in the following chart.

S.K.N Sinhgad School of Business Management

Training and Placement Cell structure



Designation	Name	Mob no.
Training & Placement Officer	Dr.Prapti Dhanashetti	7038322886
Training & Placement Officer	Prof. Niketa Patil	8087486642
Training & Placement Assistant	Ms. Akshada Kumbhar	9158115854
Student Placement coordinator	Mr. Prathamesh Rathod	8999497955
Student Placement coordinator	Mr. Omkar Maske	8308242837
Student Placement coordinator	Mr. Devanshu dogne	7974664689
Student Placement coordinator	Ms. Unnati Chaitanya Masani	9307438808
Student Placement coordinator	Ms. Akshay Keshav Tidke	7774931535
Student Placement coordinator	Ms. Sharayu Atul Chavan	7447415166

STEP I: An assessment of the students is carried out at the time of induction by administering them with an aptitude test. Data so collected is analyzed and is sent to the mentors to for further action. Mentors help the students with their SWOT analysis, give a pep talk on goal setting.

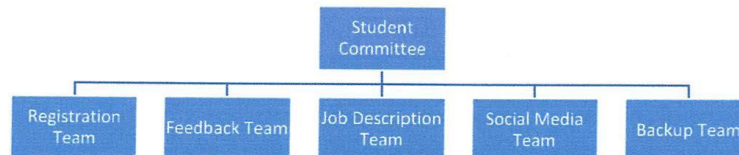
STEP 2: Training on Soft Skills which covers training on SWOT Analysis, Goal Setting, Personality and Stress Management, Behavioral Skills, Listening, Reading, Writing (Letter, Resume, CV, Report), Speaking (Public speaking, Group Discussion) and First Naukri Assessment.

STEP III: TCSion Certification.

STEP IV: Interview Preparation.

STEP V: Value Addition Program to add value to CV.

Flow of Student committee in Placement cell



1. Registration Team: -

- This handles the new received emails of the Companies.
- They send these emails to all the students.
- Collect the data of the students in excel sheet that have registered for the company and send it to CPC.

2. Feed Back Team: -

- This team takes care of the students who got selected for the interview.
- They call the selected student for reminding them of interview time and date.
- Also, they give them alerts of being in formals while interview and give wishes of success
- After the interview they call those to ask about the interview and questions asked to them.
- If anyone get selected any one from team calls them for congratulating and getting joining details from them.

3. Job Description Team: -

- This team has the most important task of making the job descriptions for the companies which has come to college.
- They have to make simple and descriptive job description for the candidates so that they can easily understand if apply for the company or not.
- This job description is circulated among the students before applying for the job.

4. Social Media: -

- The social media takes care of all events in the college.

- They share the poster and Banners online on different Social media platform like FB, Insta.
- They share the latest news of the college.
- Also, Congratulates the Selected students in the placement on social media.

Students in SKN Sinhgad School of Business Management are groomed with following Certification and value-added courses to get desired domain knowledge encouraging them to enhance chances of recruitment with their holistic development

Compulsory Certification for placement

1. Global Training Track (GTT) Certification
2. TCSion Certification
3. First Naukri Certification Courses

CPC Rules & Regulations:

- 1) The student needs to participate in all activities conducted by the Central placement Cell (CPC), which would play an important role in Placements. Activities are pre placement sessions, industry & in-house expert's sessions, assessments, and training.
- 2) It is mandatory for students to undertake certifications, internships, webinars, and seminars.
- 3) The students should regularly check his/ her mails and phone for any information regarding placements.
- 4) During registration students should register themselves before the registration time mentioned in the mail. No complaints will be entertained later.
- 5) Also, if the students have any issues regarding the company, the same needs to be communicated to the TPO of the Institute. TPO will communicate the same issue to CPC.
- 6) The students are expected to read the profile of the company and understand the requirements of the industry visiting for the recruitment process before registration. Any adverse observations of the company in this regard will be viewed seriously.
- 7) Student is allowed to register with his / her major specialization only.

- 8) Once the CV's are forwarded to the industry based on registrations, it is mandatory to appear for the drive process (GD, PI and Aptitude).
- 9) Students are not allowed to approach the industry representative under any circumstances.
- 10) Only the CPC will inform the students of all Institutes for registration.
- 11) During the entire selection process which would be either virtual / physical, right from PPT, Aptitude test or any other test, GD & PI, the students must be in Institute Uniform/ Business formals and report to the location at least 30 minutes before the commencement of any activity.
- 12) The students should maintain the decorum and orderliness while appearing for any of the placement activities.
- 13) All the students' inquiries or grievances are to be routed through the Institute/respective placement In-charge.
- 14) Once selected by the company, the students will have no second chance to appear for any other company.
- 15) All the above mentioned rules are to be strictly followed. Disciplinary actions will be taken against the students in case of violation of any of the rules students will be debarred from placements.



Dr.Prachi Pargaonkar

Director

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