

Procedure of Conducting Campus Interview

Purpose: To establish and maintain procedure of conducting campus interview to ensure placements are carried out as per request of organization.

Scope: All students of all streams are subject to this procedure

Responsibility: TPO, Committee Members

Procedure:

1. TPO will generate enquiry regarding placement requirement through one or more of the following means.
 - 1.1 E-mail, Phones
 - 1.2 Personal Visit to organizations
 - 1.3 Visit of organizations representatives to institutes
 - 1.4 Ex-students
2. The requirement regarding placement shall be taken in the 'Placement requirement Form'
3. TPO will Review the Requirement with concern organization and decide following
 - Date of Interview
 - Venue and Time
 - Mode of Interview
 - No. of students required
 - Mode of selection of students
4. Students for the Interview shall be selected based on the following by either Institute or Organisation based on following,
 - Marks obtained in MBA-I and II
 - Marks obtained in written test / G.D. conducted at Institute
 - Project Carried Out
5. It required placement Brochure shall be given to recruiting organization for placement.

6. TPO shall communicate details of interview to the students by following:
 - Phone
 - E-Mail
 - Notice Display
 - Announcement to the class
7. TPO shall ensure that interviews shall be held on specified date and time. TPO may seek help of student committee members.
8. After conducting Interviews / Tests, Final results shall be declared and inform to all selected candidates.
9. Appointment letter of selected candidates to be obtained from recruiting organization by TPO.

Procedure of Project Evaluation

Purpose: To establish and Maintain procedure of project evaluation to ensure correction of the project work.

Scope: As defined in the report

Responsibility: T.P.O. + Coordinator + Faculty

Sr. No.	Activity	Responsibility	Record
1	To provide schedule of project evaluation giving details about following → Date of Evolution → Roll No. and Evaluator → Venue	T.P.O. + Coordinator	
2	To inform schedule to all faculties and students	T.P.O. + Coordinator	
3	In case of any problem in schedule rectify as per requirement	T.P.O. + Coordinator	
4	To provide all facilities for project evaluation i.e. L.C.D. / Computer are available on evaluation	Student Committee Member	
5	To Distribute project evaluation sheets to all evaluators	Coordinators	
6	To prepare synopsis of the project and submit to guide before evaluation	Student	
7	Evaluation of the project as per criteria given in evaluation sheet	Evaluator	
8	To submit evaluation sheets to Training and Placement Cell	Evaluator	
9	To check evaluation sheet for corrections and to calculate average marks of the students	TPO	
10	To prepare mark sheet of the student	TPO + Committee	

Conducting Training Activities at Institute

Sr. No.	Activity	Responsibility	Record
1	To receive enquires from outside agencies regarding training	TPO	
2	To received training requirement with concerned faculty for <ul style="list-style-type: none"> • Training Scope • Context • Feasibility of conducting Training 	Faculty + TPO	
3	Inform organization about feasibility of the Training Activity	TPO	
4	To prepare proposal of training giving details about <ul style="list-style-type: none"> • Subject • Mode of Training • Duration • Other Terms and conditions 	TPO	
5	After finishing the proposal decide dates for training		
6	If the training is to be conducted at institute, make necessary arrangement for training room, L.C.D. etc. inform Registrar about the same	TPO	
7	If the training is to be conducted at organization inform concern person about arrangements to be made i.e. <ul style="list-style-type: none"> • Training Room • Seating Arrangement • L.C.D., Laptop kit etc 	TPO	
8	Prepare study material for the training as per requirement of trainee / organization	Faculty	
9	Prepare schedule of the training and inform it to all participants	Faculty	
10	Conduct training as per schedule	Faculty	
11	To get feedback for the participants regarding training in faculty feedback form	Student committee member	

Procedure of Project Placement (MBA –I)

Sr. No.	Activity	Responsibility
1	Prepare list of organizations for project with concern specialization	TPO
2	Obtain list of project titles from all faculties	TPO + Coordinators
3	Obtain permission for concern organization by phone / mail / letter	Coordinator + students
4	Obtain students choice about the project title. Provide then list of titles	Coordinator + students
5	Finalize topic and organization and prepare final list of student project placement	Coordinator + TPO
6	Finalize guide to students as per project specialization	TPO + Coordinator