

Sou. Devibai Narayandas Chhabada Rural Education Society, Satara
Late N. B. Chhabada Institute of Pharmacy,
Raigaon, Satara.

Training and Placement Cell

Objective:

To help students to prepare for pharmaceutical industrial training and placement interviews/higher studies and help them to choose an appropriate organization.

**** Introduction:***

The Training and Placement Committee help to students especially from T.Y.B Pharm and Final year B.Pharm to go for pharmaceutical industrial training in various Pharma companies. It also helps regarding the importance of industrial training.

The Training and Placement Committee shall organize Campus Placement Programs for various Pharmaceutical manufacturing and Marketing companies visiting our institute during the placement season under the guidance of the TPO. Usually it starts immediately after the 7th semester exams. It can be also organized later (Off Campus) in the same academic year, if other companies wish to come.

**** Roles and Responsibilities:***

In the beginning, the convener (TPO) calls for a meeting and delegates the role and responsibilities to committee members. He / She shall also schedule the Placement Programme by allocating dates and timings of companies' visits. The copies of the same are distributed to all the members, Director, Dy. Director and Principal. The requisition for tea, coffee, snacks, lunch etc. indicating number of guests, shall also be prepared. The same is handed over to the Dy. Director. The Convener shall also prepare a budget for the Placement Cell.

The Training and Placement cell empowers groups of students to visit websites of industries of different sectors like Banking, Insurance, Retail, Hospitality, Communication sector, Finance sector etc. and contacts H.R. Managers of these firms under the guidance of the TPO. Accordingly, letters/e-mails shall be sent to generate a larger data base for placements. A new placement brochure shall be published with the help of students with the approval of the Director. Following are the roles and responsibilities allocated to the members of the Placement Committee:

a) **Registration:** Registration of the eligible students shall be done with the help of students. This is done 30 minutes before the start of the program in the Assembly Hall. Students shall sign against their names.

b) **Display:** To display a welcome poster at the entrance on the ground floor showing the name of the company visiting, names of their team members, program and venue for the test and interviews.

c) **Scrolling Board:** To welcome the company delegates to SFIT with the date and time.

d) **Assembly Hall:** To arrange the Assembly Hall for the pre-placement talk and company presentation i.e, sound system, L.C.D. projector, chairs, table etc.

e) **Classrooms:** Classrooms are allotted for the aptitude test and group discussion. Table, papers, stationery, drinking water etc. shall be arranged.

f) **Interview Rooms:** Usually third floor labs are arranged for personal and technical interviews. Table, chairs, papers, stationary items etc. shall be kept ready.

g) **Final selection:** At the end of the selection activity, names of the short listed students shall be announced by company representatives.

h) **Breakfast, tea and lunch:** Based on the number of guests from the organizations, such arrangements shall be made. The menu is decided beforehand and intimated to SFIT canteen. Timings are also specified. Food is served in the Board Room Dining Hall.

i) **Records:** Records of the lists of students placed, company name, branch and salary offered shall be maintained.

j) **Data Updating:** Other data like branch wise placements, students' profiles, year wise placements, list of companies visited etc shall also be maintained.

k) During the year, short meetings shall be held to communicate the **status on placement** and to discuss the comments made by the recruitment team on our students' performance.

l) Any other duties the Director / Principal may assign