

KCT's Late G. N. Sapkal College of Engineering, Nashik
Training & Placement Policy

Effective from: Academic Year 2026–27

Issued by: Training & Placement Cell

1. Purpose

The Training & Placement Policy establishes a fair, transparent, and student-focused framework for career readiness, internships, campus recruitment, and industry engagement. The policy aims to support eligible students in securing suitable career opportunities while maintaining professional discipline, institutional credibility, and positive long-term relationships with recruiters.

The Training & Placement Cell acts as a facilitator between students and industry. Placement is a shared responsibility: the institute provides guidance, training, opportunities, and coordination; students are expected to prepare sincerely, participate responsibly, and maintain professional conduct.

2. Scope

This policy applies to all eligible students of KCT's Late G. N. Sapkal College of Engineering who register with the Training & Placement Cell for internships, campus placement drives, pooled drives, off-campus opportunities circulated through the T&P Cell, and career-readiness activities.

Registration for placement support is voluntary. However, once a student registers and confirms participation for a specific opportunity, compliance with this policy becomes mandatory.

3. Objectives

The Training & Placement Cell shall work towards:

- Enhancing students' employability through technical, aptitude, communication, and professional-skills development.
- Providing career guidance, mentoring, internship support, and recruitment opportunities.
- Building meaningful industry relationships for campus recruitment, expert sessions, projects, internships, and industrial exposure.
- Ensuring a transparent and disciplined process for all stakeholders.
- Encouraging students to make informed career decisions based on job role, learning opportunity, work location, compensation, growth prospects, and personal suitability.

4. Placement Registration

1. Placement registration shall be valid for one academic year only.
2. Only registered students may participate in opportunities officially circulated through the Training & Placement Cell.
3. Students must submit correct and complete academic, personal, and career-related information during registration.
4. Students must update the T&P Cell regarding any change in contact details, academic status, backlog status, internship status, higher-studies plan, self-employment plan, or employment offer.
5. Students who are not seeking placement support should avoid registration.



6. The T&P Cell may support eligible alumni/pass-out students based on available opportunities and institutional discretion.

5. Career Readiness and Training

The college believes that placement preparation begins well before the final year. Registered students are expected to participate actively in career-readiness initiatives such as aptitude training, technical training, communication development, resume preparation, mock interviews, group discussions, expert sessions, assessments, and mentoring activities.

Attendance, discipline, assessment performance, completion of assignments, and active participation may be considered while recommending students for specific recruitment opportunities. Students who do not meet company eligibility criteria or required skill expectations may not be shortlisted for a drive.

6. Recruitment Opportunities and Student Participation

1. The T&P Cell will circulate company opportunities through official channels such as email, notices, WhatsApp groups, website, department coordinators, or approved digital platforms.
2. Students are responsible for reading the complete job description, eligibility criteria, work location, compensation structure, service agreement/bond conditions, selection process, and joining requirements before registering.
3. Students must register only when they are genuinely interested and ready to join the organization if selected.
4. Submission of interest or registration for a company is treated as a commitment to participate in the recruitment process.
5. A student who registers, is shortlisted, or is called for a selection round must attend and complete the process unless rejected by the company or formally permitted by the T&P Cell due to a genuine reason.
6. Students must promptly inform the T&P Cell if they are unable to attend a process due to a serious and unavoidable reason.

7. Fair Opportunity and Offer Policy

1. The T&P Cell will endeavour to provide all registered and eligible students with a fair opportunity to secure at least one suitable offer.
2. Until a student receives a confirmed offer, they may participate in multiple eligible recruitment processes.
3. Once selected, the student must immediately submit or share the offer letter, selection email, or other official confirmation with the T&P Cell.
4. A student who accepts an offer will ordinarily be treated as placed and may not participate in further campus recruitment processes.
5. Exception for a higher opportunity may be considered only with prior written permission from the T&P Cell, based on factors such as a significant difference in role, career domain, compensation, higher education plan, joining timeline, or other justified circumstances.
6. The decision of the T&P Cell in such cases shall be final and will be taken in the interest of fairness to all students and the institute's relationship with recruiters.
7. If a student receives more than one offer because results are declared at different times, the student must immediately inform the T&P Cell and follow the guidance provided regarding acceptance.

8. Offer Acceptance, Withdrawal and Joining

1. Students must make a thoughtful decision before accepting an offer.



2. After accepting an offer, a student must complete all employer-required formalities, including document verification, medical examination, background verification, training, or joining procedures.
3. If a student decides not to join after accepting an offer, they must inform the employer and the T&P Cell in writing at the earliest.
4. Unprofessional withdrawal, non-joining without communication, or rejection after selection can adversely affect the institute's relationship with recruiters and may lead to restriction from future T&P opportunities.
5. Students must update the T&P Cell regarding their joining status and any material change in employment status.

9. Professional Conduct and Integrity

Students participating in any T&P activity must maintain punctuality, formal dress, appropriate grooming, respectful communication, and professional behaviour. They must carry their college identity card, resume, academic documents, and other documents as instructed.

Any act of misrepresentation, submission of false information, cheating, proxy attendance, inappropriate conduct, damage to institutional reputation, harassment, or violation of company/institute rules may result in suspension or de-registration from placement activities. Serious cases may be referred to the appropriate institutional disciplinary authority.

10. Role of the Training & Placement Cell

The T&P Cell will make reasonable efforts to:

- Build and maintain recruiter relationships.
- Share genuine opportunities received through official channels.
- Coordinate recruitment drives and student communication.
- Conduct or facilitate career-readiness activities.
- Maintain placement records and student data with appropriate care.
- Support students with guidance and process coordination.

The T&P Cell does not guarantee employment, salary level, job location, selection outcome, joining date, or long-term continuation of employment. Final selection and employment decisions rest solely with the recruiting organization.

11. Interpretation and Amendments

The Training & Placement Cell may issue operational guidelines, clarify provisions, or revise this policy when required due to changes in institutional requirements, recruiter expectations, or placement practices. For matters not specifically covered under this policy, the decision of the Principal and Training & Placement Cell shall be final.

Approved By

Principal

KCT's Late G. N. Sapkal College of Engineering, Nashik

Head – Training & Placement Cell

KCT's Late G. N. Sapkal College of Engineering, Nashik

