



Placement Policy

1. Objective

The Training and Placement Cell (T&P Cell) at RCEW is dedicated to maximizing campus placement opportunities for students by creating a structured and transparent placement process that aligns academic learning with industry needs.

2. Scope

Applicable to all eligible undergraduate and postgraduate students of RCEW seeking internships, campus placements, and related training programs.

3. Placement Procedure

3.1 Industry Engagement and Company Identification

- **Actions:**
 - Maintain a detailed and updated **Recruiter Database** including company profiles, contact persons, previous recruiters, and alumni connections.
 - Identify companies matching departmental skillsets and evolving industry trends.
 - Send **formal invitation letters/emails** to companies for campus placements or internship drives.
 - Prepare and disseminate the **Annual Placement Calendar** to departments and students.
- **Documents Required:**
 - **Recruiter Database** (Excel/Software-based)
 - Copies of **Invitation Letters/Emails** sent to companies
 - **Placement Calendar** document

3.2 Student Registration and Eligibility

- **Actions:**
 - Announce upcoming placement drives through official communication channels.
 - Distribute and collect **Student Registration Forms**.
 - Verify eligibility criteria such as minimum academic percentage, attendance, and discipline records.
 - Organize **Pre-Placement Training Sessions** on soft skills, aptitude, technical skills, group discussions, and interview preparation.



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- **Documents Required:**
 - **Student Registration Forms** with signatures
 - **Eligibility Criteria Document/Policy**
 - Attendance records from Academic Departments
 - Records of **Pre-Placement Training Attendance and Feedback**

3.3 Placement Drive Preparation

- **Actions:**
 - Coordinate with recruiters to finalize drive schedules and selection process details.
 - Prepare student profiles, updated resumes, and necessary documentation.
 - Arrange logistics including venue booking, seating arrangement, IT support, and refreshments.
- **Documents Required:**
 - **Confirmation Email/Letter** from companies regarding drive dates and process
 - **Student Profile Data Sheets / Resume Copies**
 - **Logistics Arrangement Checklist**
 - **Venue Booking Records**

3.4 Conduct of Placement Drive

- **Actions:**
 - Facilitate company presentations and recruitment sessions.
 - Manage the conduction of written tests, group discussions, technical interviews, and HR interviews as per the company's requirement.
 - Monitor attendance and participation.
 - Collect feedback from company representatives and students.
- **Documents Required:**
 - **Attendance Sheet** of participating students
 - **Company Feedback Forms**
 - **Student Feedback Forms**
 - **Test Papers and Evaluation Sheets** (if applicable)

3.5 Offer and Acceptance Management

- **Actions:**
 - Receive offer letters from recruiters and distribute to selected candidates.
 - Collect **Offer Acceptance Letters** from students confirming their acceptance.
 - Record and maintain all placement offers and acceptances.
 - Inform respective academic departments about placed students.
- **Documents Required:**



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- Copies of **Offer Letters** from companies
- **Student Offer Acceptance Letters**
- **Placement Register** (detailed list of placed students, companies, salary packages, and joining dates)

3.6 Post-Placement Support

- **Actions:**
 - Assist students with pre-joining formalities such as medical tests, documentation, and joining instructions.
 - Maintain an **Alumni Database** to track career progress and facilitate industry connections.
 - Analyze placement data to identify gaps and improve training and placement strategies.
- **Documents Required:**
 - Records of **Pre-Joining Formalities Completed**
 - Updated **Alumni Database**
 - **Placement Analysis Reports**

4. Roles and Responsibilities

Role	Responsibilities	Documents Maintained
Training & Placement Officer (TPO)	Overall coordination, company liaison, process oversight	Invitation letters, Placement reports
Faculty Coordinators	Student coaching, drive coordination	Training attendance, feedback forms
Students	Registration, active participation	Registration forms, acceptance letters
Administrative Staff	Logistical support, documentation	Attendance sheets, logistics records

5. Documentation & Record Keeping

Maintaining proper documentation is critical for compliance and smooth functioning of the placement process. The T&P Cell should ensure the following documents are regularly updated, securely stored, and readily available:

- Recruiter Database
- Invitation Letters and Emails
- Annual Placement Calendar
- Student Registration and Eligibility Records



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- Attendance and Feedback of Training Sessions
- Drive Confirmation and Logistics Documents
- Attendance and Feedback Forms for Placement Drives
- Offer Letters and Student Acceptance Letters
- Placement Registers and Reports
- Pre-Joining Formalities Records
- Alumni Database and Placement Analysis Reports

6. Monitoring and Review

- The Placement Committee will review placement activities and documentation **quarterly**.
- Regular feedback will be sought from recruiters, students, and faculty.
- Reports will be submitted to the Academic Council and Management.
- Continuous improvement initiatives will be implemented based on review findings.

7. Conclusion

The systematic and transparent placement procedure at Rajasthan College of Engineering for Women ensures effective industry engagement and maximizes employment opportunities for students, contributing significantly to the institution's overall development and NAAC accreditation standards.