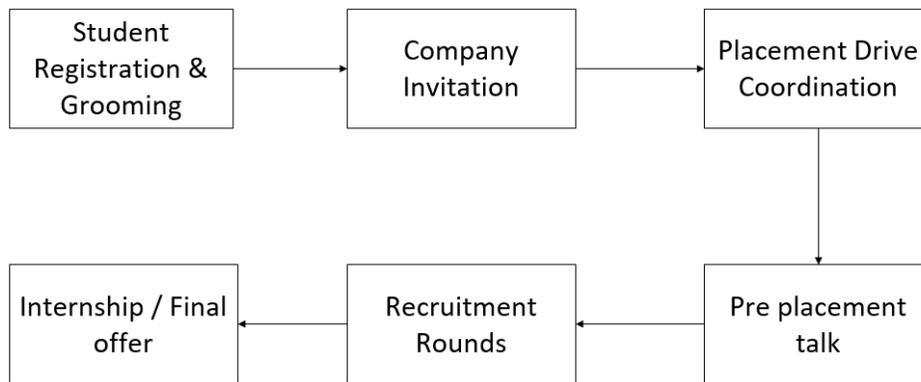# Government Engineering College, Modasa

Placement Cell

PROCESS DOCUMENT

At Government Engineering College, Modasa, we use a structured recruitment workflow called the placement process to hire students for internships and full-time positions. These students are typically in their final or pre-final year. The Placement Cell taking care of all activities related to grooming and placement of students

The procedure is explained in detail and step-by-step below.

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┌──────────────┐      ┌──────────────┐      ┌──────────────┐
│   Student    │      │   Company    │      │  Placement   │
│ Registration │ ───► │  Invitation  │ ───► │    Drive     │
│  & Grooming  │      │              │      │ Coordination │
└──────────────┘      └──────────────┘      └──────────────┘
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┌──────────────┐      ┌──────────────┐      ┌──────────────┐
│  Internship  │      │ Recruitment  │      │Pre placement │
│ / Final      │ ◄─── │   Rounds     │ ◄─── │    talk       │
│   offer      │      │              │      │              │
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Student Registration and Grooming:

At the beginning of 7th semester, we collect the list of interested students in placement process. Interested students are groomed through various activities throughout semester. We arrange various activities like:

- Placement awareness program
- Career guidance seminars
- Resume Building talk
- Technical talks
- Industry visits
- Placement fair

- Competitive exam preparation
- Soft skill development

Placement team also provides learning resources for career building.

Company invitation:

Departmental placement officers invite companies of their respective branch for placement drives. Placement officers connect with HR and or vice a versa.

Placement Drive Coordination:

Placement officer collects the job descriptions from companies and circulate among students. Interested students register for the placement drive. Placement officer connect with the industry persona for finalizing the suitable date for the placement drive.

Pre-placement Talk:

A Pre-Placement Talk is an official presentation conducted by a company before starting the recruitment process in an engineering college. It is usually organized by the Placement Cell and attended by eligible students.

The main purpose is to help students understand the company, job role, and expectations before they decide to apply.

Objectives of Pre-Placement Talk:

- Introduce the company to students
- Explain job roles and responsibilities
- Describe salary package and benefits
- Clarify eligibility criteria
- Provide details about recruitment rounds
- Allow students to ask questions

Recruitment Rounds:

Recruitment rounds are the selection stages that companies use to evaluate students during campus placements. The number and type of rounds vary by company, but the overall structure is similar. The recruitment process contains or more rounds as follow:

- Aptitude / Online Assessment Round
- Technical Test / Coding Round
- Group Discussion
- Technical Interview
- HR Interview

Internship / Final offer:

Depending on the remaining time before graduation and the student's skill level, the company may issue either an internship letter or a job offer letter upon the student's successful selection and willingness to join the organization.

POLICY:

For the smooth conduct of the placement process and to maximize employment opportunities, the following practices are implemented at Government Engineering College, Modasa:

- Once a student is selected by any company, he or she is not permitted to participate in subsequent placement drives. This policy ensures that more students receive employment opportunities.
- Registration for every company is not mandatory. However, if a student registers, attendance becomes compulsory. Students who remain absent three times after registration will be blocked and will not be allowed to participate in future placement drives.
- Any student found engaging in unfair practices during the placement process will be debarred from all placement activities.
- Students who have secured placements are expected to support and guide their batch mates in preparing for placement opportunities.