

GOVERNMENT OF ANDHRA PRADESH

**OFFICE OF THE
DIRECTOR OF TECHNICAL EDUCATION
ANDHRA PRADESH:: MANGALAGIRI**

T4/1511/2022/Training & Placements-2023-24

Dt:26/10/2023

Sub: Technical Education – Training & Placement- Academic Year 2023-24-
Certain guidelines issued for effective Industrial Training and to enhance the
campus placements -Reg

Ref: 1) Cir.Memo.No.H/3307/2017-03, Dt:25-04-2023
2) Cir.Memo.No.:T4/1511/2011/Industrial Training/2017, Dt:11-05-2023
3) Review meeting with Principals and TPOs held on AN of 19-10-2023 at
ANU Campus, Guntur

With a view to enhance the placement opportunities to diploma final year students and for effective monitoring of Industrial Training, and as per the instructions of the Commissioner of Technical Education, on Training & Placement activities, during the review meeting held on 19-10-2023, all Principals are here by directed to strictly follow the below guidelines without fail.

- i. Extend invitation letters/mails to potential Industries, Companies and previous employers in request to facilitate Industrial Training Placements and Job Placement opportunities for diploma students.
- ii. To ensure the success of students in campus selections, it is imperative to organize Campus Recruitment Training classes on technical subjects, aptitude and reasoning, soft skills, as well as guidance on resume building and interview preparation. To facilitate the effective execution of these training sessions, it is essential to designate a dedicated faculty volunteer from each branch in preparing students and a student volunteer for necessary coordination.
- iii. Provide career counseling to students, assisting them in the exploration of potential career paths available after completing their diploma. Motivate and encourage them to opt job opportunities, and raise awareness about Work-Integrated Learning (WILP)/Working Professionals B.Tech programs.
- iv. To facilitate the administration of online proctored exams, establish essential infrastructure arrangements, including the provision of webcams, headphones with microphones, and power backup solutions, using available latest Desktop computers.
- v. As and when Training & Placement section requests for student information, ensure that, the necessary data is compiled and sent in a consolidated format through a designated single point of contact (SPOC), i.e. through Principal official email address only.
- vi. Disseminate the information related to placements like Company profile, job description, Pre-placement talk, registration deadlines, interview schedule, etc. to all students, and see that no student is left out in getting the campus placements information. No communication barrier in top to bottom hierarchy and all stake holders should receive information.
- vii. Verify that the submitted data is error-free and accurate, and make efforts to submit the data promptly (minimize any delays in submission process).

- viii. For the academic year 2022-23, the placement percentage is 59.6%. Looking ahead to the 2023-24 academic year, it is imperative that each polytechnic should actively plan and conduct placement drives to maximize the placement opportunities for final year students in prospective industries, with a goal of achieving 100% placements.
- ix. With a focus on maintaining quality Industrial Training and addressing the specific needs of MSME industries, for six months Industrial Training, depute students to the local potential Industries wherever feasible.
- x. Ensure to adhere the Guidelines and Procedures-2022 document concerning Industrial Training, includes strict compliance with periodical monitoring, daily diary reporting, regularity in attending training, and all other aspects, all of which are crucial for maintaining quality Industrial Training. Surprise visits and periodic inspections will be conducted by the inspection teams time to time.

In this connection, all Principals, Head of sections and TPOs are here by informed to follow the guidelines issued time to time and take necessary measures in providing quality Industrial Training to students at identified potential Industries and also to plan and work out for achieving 100% Placements for the academic year 2023-24.

Sd/- C. NAGARANI
DIRECTOR

To,

- 1) All Principals of Government and Private Polytechnics in the State for necessary action
- 2) Copy to RJDs AU Region & SVU Region for information
- 3) Copy to Secretary S.B.T.E.T. AP., Mangalagiri for information


26/10
Deputy Director (T&P)
