

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

**Cir Memo No: EHE02-23024/10/2024-T SEC-CTE/Training & Placements-
2024-25 Dt: 21/11/2024**

Sub: Technical Education - Training & Placement- Placements target set for ACY 2024-25 as 100% to Polytechnics-Certain guidelines and instructions issued for achieving 100% campus placements -Reg

Ref: 1) Cir.Memo.No.H/3307/2017/2024, Dt: 15-04-2024

2) Cir.Memo.No. T4/1511/2022/Training & Placement-2023-24, Dt: 26-10-2023

3) Instructions of Director of Technical Education during VC held on 6-11-2024

The very purpose of Polytechnic Education is to supply skilled man power to Industry at supervisory level. Keeping in view of Industry demand and to provide job opportunities to Diploma students, the Department of Technical Education adopted 3-tier approach on campus placement drives i.e. at central, cluster, and Polytechnic levels. During ACY 2023-24, a total of 5,328 out of 10,585 final year students of Government Polytechnics achieved placements, leading to a placements rate of 50.3%. Further, from Private Polytechnics a total of 6,905 out of 24,806 final year students achieved placements with a placements rate of 28%.

With an ultimate aim of benefiting students, Polytechnics, and Industries to the maximum extent, it is imperative to strive for 100% campus placements. This ensures that every Diploma student secures a job, leaving no student behind.

For the ACY 2024-25, the Department is committed to ensure that all final year Diploma students secure suitable employment opportunities through campus placement drives which are to be organized from January-2025 to April-2025 as per academic calendar vide reference (1) cited above.

In this regard, to achieve 100% campus placements to Diploma final year students instructions were issued vide reference (3), and in continuation of it, all Principals are here by directed to strictly follow the below guidelines and instructions without fail.

- i. The Training and Placement Cell of each Polytechnic, comprising of Principal, Heads of Sections and TPO, shall plan, and prepare the groundwork for conducting campus placement drives by contacting potential Industries.
- ii. A comprehensive database of industries relevant to the existing branches in the Polytechnic shall be maintained. The Human Resources representatives of these industries to be contacted to explore and secure employment opportunities for students through campus placement drives.
- iii. Extend invitation letters/mails to potential Industries, Companies and previous recruiters in request to facilitate Job Placement opportunities for Polytechnic students. Efforts to be made to expand the network of placement partners by engaging with alumni.
- iv. To ensure the success of students in campus selections, it is imperative to organize Campus Recruitment Training (CRT) classes on technical subjects, aptitude and reasoning, communication and soft skills, group discussions, technical and domain specific skills, mock interviews, etc.
- v. 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.
- vi. 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.
- vii. Reports on placements shall be maintained up to date, detailing the number and names of companies visited, total placements/offers issued, percentage of placements, job roles, CTC details, etc. These reports will be utilized during periodic review meetings organized by the

Directorate time to time, to evaluate the progress of placements.

viii.The central campus placements drives support from DTE shall also be utilized. The central drives information related to placements like Company profile, job description, Pre-placement talk, registration deadlines, interview schedule, etc. to be disseminated to all final year 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.

ix.The Principals of Government Polytechnics shall meet the incidental expenses like hospitality arrangements to Industry HR team members, from available non-government funds of institution duly following the laid down procedures.

In this connection, all Principals, Head of sections and TPOs are instructed to strictly adhere to these guidelines and instructions and to plan and work out for achieving 100% Placements for the academic year 2024-25.

The receipt of this memo shall be acknowledged.

DIRECTOR

Copy to:

- 1) Principals of Government, Aided and Private Polytechnics for necessary action
- 2) RJDs of SVU and AU regions for information and necessary monitoring