

# DADI INSTITUTE OF ENGINEERING & TECHNOLOGY

## An Autonomous Institute



(Approved by A.I.C.T.E., New Delhi & Permanently Affiliated to JNTU GV)

Accredited by NAAC with 'A' Grade and Inclusion u/s 2(f) & 12(B) of UGC Act

An ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Certified Institute.

NH-16, Anakapalle - 531002, Visakhapatnam, A.P.

Website: [www.diet.edu.in](http://www.diet.edu.in), 9963994066 E-mail: [info@diet.edu.in](mailto:info@diet.edu.in), [tpo@diet.edu.in](mailto:tpo@diet.edu.in)

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## STRUCTURE OF DIET TRAINING & PLACEMENT (T&P) CELL

The Training & Placement Cell at DIET is structured in a hierarchical and functional model to ensure smooth planning, coordination, and execution of all placement-related activities.

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### 1. Governing Authority

#### a. Chairman, DIET

- Provides strategic direction and institutional support.
- Approves MoUs, budget allocations, and major placement initiatives.
- Reviews annual placement performance and future expansion plans.

#### b. Principal / Director

- Oversees the execution of placement policies.
  - Coordinates with departments to align academic outcomes with industry needs.
  - Monitors T&P Cell functioning and ensures compliance with institutional goals.
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### 2. Core Training & Placement Cell

#### a. Training & Placement Officer (TPO) - Head of T&P Cell

##### Responsibilities:

- Acts as the central coordinator for all training and placement activities.
- Establishes and maintains relationships with companies, industry bodies, and external trainers.
- Prepares placement calendar, drives, training schedules, and annual strategic plans.
- Communicates with management and departments regarding placement updates.
- Shortlists companies and negotiates opportunities based on eligibility and student strengths.
- Maintains placement data, analytics, documentation, and report generation.
- Ensures smooth execution of campus interviews.

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### b. Assistant/Deputy TPO

- Assists in training coordination, company communication, and student support.
  - Handles logistics, scheduling, and data management in the absence of the TPO.
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### 3. Faculty Placement Coordinators (Department-wise)

Each department (CSE, CSM, CSD, AI, ECE, ECM, EEE, CIVIL, MBA, etc.) nominates 1 faculty member as Department Placement Coordinator.

#### Roles:

- Share student data, academic records, and certifications with T&P Cell.
  - Motivate students to participate in training programs and maintain discipline.
  - Ensure students follow recruitment policies and eligibility criteria.
  - Collect feedback from students and companies.
  - Support in conduction of pre-placement talks, tests, and interviews.
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### 4. Technical & Administrative Support Team

#### a. Data & Reporting Team

- Manages student databases: academic records, skills, training attended, placement status.
- Prepares brochures, company profiles, placement summary sheets.
- Generates regular reports for Chairman, Principal, NAAC, and statutory bodies.

#### b. Logistics & Event Management Team

- Prepares venues for recruitment drives (seminar halls, labs, interview cabins).
- Arranges seating, ID cards, branding, and hospitality.
- Coordinates with departments for facility bookings and timings.

#### c. Communication & Digital Media Support

- Manages official placement emails, LinkedIn page, campus portal.
- Designs promotional content, posters, and banners.

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- Sends notifications, announcements, and schedules to students.
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### 5. Student Placement Coordinators (Branch-wise)

Selected from III & IV Year students, usually class toppers or highly motivated students.

#### Roles:

- Bridge between the T&P Cell and student community.
  - Help in registrations, data collection, and drive coordination.
  - Share timely communication and maintain discipline among students during drives.
  - Assist companies during campus visits.
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## FUNCTIONS OF DIET T&P CELL

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### A. Training & Career Development Functions

- Conducts **Aptitude Training** (Quantitative, Logical, Verbal).
  - Provides **Soft Skills Training** (communication, body language, teamwork).
  - Offers **Technical Training** (coding, domain skills, tools).
  - Organizes **Mock Interviews & Group Discussions**.
  - Implements **Resume Building and LinkedIn Optimization** workshops.
  - Coordinates **Internships (Government & Private)**.
  - Tracks individual student progress and readiness levels.
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### B. Placement Operations & Industry Connect

- Organizes **on-campus, pooled-campus, and off-campus drives**.
  - Establishes partnerships through **MoUs with industries, training partners, and skill development organizations**.
  - Coordinates with companies for:
    - Job profiles & eligibility,
    - Salary structure,
    - Recruitment process,
    - Schedule planning.
  - Maintains and updates the **Placement Brochure** annually.
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### C. Student Data Management & Analytics

- Maintains:
  - Student database (academic & technical skills)
  - Placement statistics (department-wise/year-wise)
  - Training records and certificates.
- Prepares monthly/quarterly reports for:
  - Management,
  - NAAC & NBA committees,
  - Governing bodies,

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- University inspections.
  - Tracks performance trends and identifies skill gaps.
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### D. Industry Interface & Employer Relations

- Conducts **Industry Expert Talks**, Webinars, Alumni Interactions.
  - Organizes **Industrial Visits** and **Career Guidance Seminars**.
  - Builds alumni connections for referrals and mentorship.
  - Ensures employer satisfaction and gathers post-drive feedback.
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### E. Pre-placement & On-campus Drive Management

- Pre-placement talk arrangements.
  - Written test, online test, and coding test coordination.
  - Group discussions, technical rounds, HR rounds scheduling.
  - Maintaining discipline and professionalism during drives.
  - Final results announcement, joining date tracking, documentation.
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### F. Internship, Projects & Career Guidance Support

- Guides students in choosing the right specialization and certifications.
  - Assists in securing internships – especially in PSUs and Government bodies.
  - Supports final-year project selection aligned with industry needs.
  - Provides counselling for:
    - Higher studies,
    - Entrepreneurship,
    - Competitive exams.
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### G. Documentation & Compliance

- Maintains all records for:
  - NAAC, NBA, AICTE, and other audits.
- Updates placement policies annually.

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- Prepares annual placement reports and outcome analyses.
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