

STANDARD OPERATING PROCEDURE (SOP)

TRAINING & PLACEMENT CELL

**KAMLA NEHRU
MAHAVIDYALAYA**



AMAR SEWA MANDAL'S (Regd. No. M/220/18 NPT F-2299/18)

KAMLA NEHRU MAHAVIDYALAYA

(ARTS, COMMERCE & SCIENCE)

SANKARAPPA CHOWK, NAGPUR-440 024 • Ph. (0712) 2747853, 2747854, 2747308, 2749764

Tax : (0712) 2747853 • email : knm@rediffmail.com • website : www.kamla nehru college.ac.in



Grade
Recognized
by NMAC



DR. (Smt.) SUHASINI G. WANJARI President • Adv. ABHUT G. WANJARI Secretary • DR. DILIP S. BADWAIK Principal

Date : ____/____/____

KNM/

Standard Operating Procedures (SOP) Placements KAMLA NEHRU MAHAVIDYALAYA Placement Activity: Procedure and Guidelines

Placement Cell at Kamla Nehru Mahavidyalaya is a committee that works towards the enhancing the students career prospects and give them an entry in the corporate world. The committee consists of a student Coordinators (Placement Coordinators) effortlessly working under the Placement Officer, to nurture and prepare students for their future careers and bring success and repute to the institution. The Cell communicates through both, online and offline modes, and caters to all students of the college. Placement Committee acts as an interface between the students and the recruiters and is responsible for placement of final year students, providing internship opportunities and grooming the students of all batches. The Committee also conducts various training programs, workshops, seminars, and webinars by industry experts, and regularly takes up various initiatives to develop students' skills and impart knowledge and awareness in multiple areas.

Objectives of the Placement committee:

1. To update the students about the current requirements/ career options in the industry and help them identify their career objective.
2. To involve the Alumni, HR and industry speakers and prepare students for campus recruitments by arranging training in aptitude tests, group discussions and preparing them for various interview rounds through professional trainers.

3. To organize grooming sessions to hone skills (communication skills, presentation skills) of the students and transform them into professionals.
4. To place the maximum number of students through on campus and off campus recruitments by reputed companies.

Placement Committee and roles of the teams within the committee

Placement Committee comprises of following teams

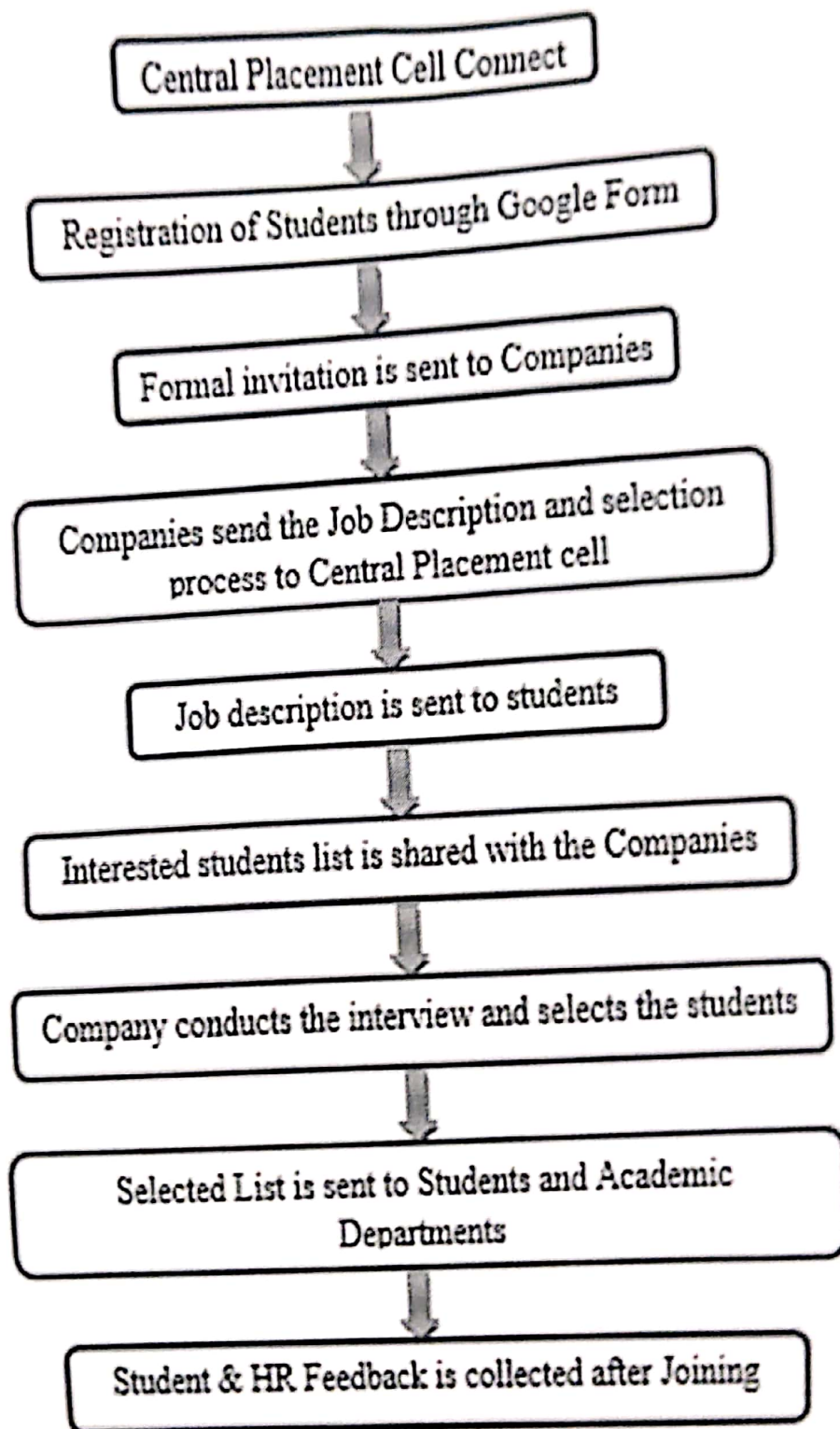
1. **Lead generation Team:** To find leads from sources and fetch the details and pass on the lead to the Calling & Emailing Team.
2. **Calling & Emailing Team:** To call and engage the HR or industry professionals in different ways like campus placements, Seminars, workshops, webinars, Group Discussions and PI mock sessions etc.
3. **Brochure Designing Team:** The team will work over the 2 years to make posters, placement brochure, creatives for any webinar or announcements to be made for 100 % placements, for Summer Internships or Final placements, Webinar announcements, alumni/ guest sessions Gratitude brochures, Star of the Month etc.
4. **Drive coordination team:** The team will announce the dates of the placement drives in the class and pass on any information that comes from the Placement office. The team will also check on the students dressing during the interviews, they will share the links to the students as and when the company shares with the Placement officer.

Eligibility criteria:

1. Students will undergo Mock Interviews which will give them glimpse of real interviews. If they miss to attend any mock interviews their names will be removed from the eligible students list.
2. Students must have no backlogs, active or carried over to appear for any company's placement drives. The final call be taken by Director Sir at his discretion.
3. Students will not be allowed to sit for more than 7 companies.
4. For being eligible for placements students must fulfill the criteria of 75 % attendance in the 1st year
5. One student will be placed only in one company (1 student = 1 company)
Those who appear for the interview and are selected are required to give their consent and thereafter are strictly not permitted to appear in the interview that follows.
6. Students are required to be at their best behavior, properly groomed and in formals during the interview process.
7. College uniform is mandatory for students to be present in the Campus Recruitment Programme, failing which students will not be allowed to seat for campus interview.
8. Students must keep their Identity Card with them at the time of PPT-Test/Group Discussion/Interview, and produce the same when demanded by the visiting team of their representatives.
9. For pre-placements talks (PPT) students should be present at least 15 minutes before the scheduled time at the venue and be seated. Delay in reporting will disqualify the student from recruitment process. Students should be punctual
10. and once the HR people/Company representative enters the venue all doors will be closed and NO ENTRY to the students.
11. For any queries students contact the Placement cell only. Students should not contact the industry people directly.

12. For any queries/problems the students should first discuss their own department faculty, and then deliberate the same with the Placement Cell if necessary/If not then finally to the DIRECTOR/If only the need arises. Student should strictly follow this.
13. A nice ambience should be maintained by the students during the Placements/Recruitment Programme. Any behavior bringing disgrace to the Institute will not be tolerated and strict action will be taken against such students. Students should follow professional etiquettes. If found guilty such students will be disqualified from further placement activity.
14. During the campus Recruitment Programme, a student who opts for the written test should mandatorily appear for the GD/PI also; failing which he will be debarred from the Campus Recruitment Programme for all other subsequent companies. Casual approach of students will not be tolerated.
15. Those students, who do not wish to participate for any recruitment process, must inform the Placement office in advance, to give opportunity to the other students.
16. Attendance in pre-placement talks, personality development and preparatory classes, Guest Lectures, Workshops, Webinars, (including mock interviews) is compulsory for all the eligible students with 75 % attendance.
17. Once registered, students will not be allowed to withdraw their candidature, from a particular campus recruitment drive. It will be mandatory for all short-listed students to appear for the selection process/interview. Any withdrawal/no-show will debar the student from placement assistance of the Institute. Unless and until there is a serious medical reason with a medical certificate approved by Medical Officer SCHC .

Standard Operating Procedure for Campus Interview



[Signature]
IQAC Coordinator
Kamla Nehru Mahavidyalaya
Nagpur.

[Signature]
PRINCIPAL
Kamla Nehru Mahavidyalaya
Sakkardara Chowk, Nagpur

**MINUTES
OF
MEETING
(2022-2023)**

Minutes of the Meeting
Training and Placement Department
Academic Session: 2022-2023

Date of Meeting: 09/07/2022

Time: 10.00 am

Venue: Training and Placement Cell

Chairperson: Dr. Vibha Bhusari, Training and Placement Officer

Recorder: Dr. Pravin Domde, Faculty Coordinator

Members Present:

1. Dr. Vibha Bhusari – Training and Placement Officer *Vibha Bhusari*
2. Prof. Rasika Bodkhe– Faculty Coordinator, CS - BCA Department
3. Dr. Pravin Domde – Faculty Coordinator, Biochemistry Department. *Domde*
4. Prof. Vijay Harode – Faculty Coordinator, Biotechnology, Department *Harode*

Agenda:

1. Review of placement activities for the previous academic year
2. Planning for skill-based workshops and training programs
3. Company outreach and internship opportunities
4. Resume building and interview preparation sessions
5. Conducting mock interviews and aptitude tests
6. Organizing expert lectures and alumni interaction
7. Finalizing tentative schedule of placement-related activities
8. Student feedback and suggestions

Discussion Points and Decisions:

1. Placement Review:

- o Discussed placement statistics for the previous year.
- o Observed an increase in the number of students placed through campus drives.

[Signature]
PRINCIPAL
Kamla Nehru Mahavidyalaya
Sakkardara Chowk, Nagpur.

[Signature]
IQAC Coordinator
Kamla Nehru Mahavidyalaya
Nagpur.

- Feedback from recruiters was generally positive.

2. Skill-Based Workshops:

- Decided to conduct workshops on **Python Programming and C Programming** on **22nd March 2023**.
- Other workshops proposed: Communication Skills, Aptitude Training, and Web Development.

3. Industry Outreach:

- Identified a list of potential companies for internship and placement drives.
- Resolved to send formal invitations and update the department's brochure.

4. Pre-Placement Training:

- A series of training sessions will be conducted, covering resume writing, group discussions, and personal interviews.
- Experts from industry and alumni will be invited for guidance.

5. Mock Drives and Aptitude Tests:

- Scheduled mock placement drives for final-year students in August and January.
- Aptitude test preparation modules to be introduced via online platforms.

6. Alumni Talks:

- Plan to organize monthly alumni interaction sessions for career guidance.

7. Student Involvement:

- Encouraged more active participation of student representatives in planning and execution of activities.
- Feedback will be collected regularly to assess the effectiveness of T&P activities.

Next Meeting:

Scheduled for 24/12/2022 to review progress and discuss upcoming placement drives.

Prepared by:

Vibha Bhusari

Dr. Vibha Bhusari
Training and Placement Officer
Kamla Nehru Mahavidyalaya

[Signature]

PRINCIPAL
Kamla Nehru Mahavidyalaya
Sakkardara Chowk, Nagpur

[Signature]

Minutes of the Meeting
Training and Placement Department
Academic Session: 2022-2023

Date of Meeting: 24/12/2022



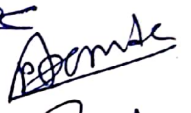

Time: 10.00 am

Venue: Training and Placement Cell

Chairperson: Dr. Vibha Bhusari, Training and Placement Officer

Recorder: [Name], Faculty Coordinator

Members Present:

1. Dr. Vibha Bhusari – Training and Placement Officer 
2. Prof. Rasika Bodkhe– Faculty Coordinator, CS - BCA Department 
3. Dr. Pravin Domde – Faculty Coordinator, Biochemistry Department. 
4. Prof. Vijay Harode – Faculty Coordinator, Biotechnology, Department 

Agenda:

1. Review of previous placement activities
2. Planning upcoming technical workshops
3. Internship opportunities and outreach
4. Soft skills and aptitude training
5. Pre-placement mock activities
6. Industry-alumni interaction sessions
7. Scheduling the next meeting

Discussion and Resolutions:

1. Placement Progress Review:

- Discussed company visits, student participation, and placement status.
- Reviewed student placement data and identified areas for improvement.

2. Workshops:

- Finalized a Python/C Programming workshop to be conducted on 22nd March 2023.
- Students will be informed via official notice boards and WhatsApp groups.

3. Internship Drives:

- Discussed potential companies for internship offers.
- Placement team to send proposals and company profiles by [Insert Date].

4. Soft Skills & Aptitude Training:

- Scheduled interactive sessions and mock tests starting from [Insert Date].
- To be conducted department-wise with external trainers.

5. **Mock Interviews and Resume Reviews:**
 - Planned for January 2023.
 - Faculty and alumni volunteers will form interview panels.
6. **Alumni Talks and Industry Interactions:**
 - Monthly virtual sessions with alumni to guide students on career paths.
 - First session scheduled for [Insert Date].
7. **Student Suggestions:**
 - Students requested more technical competitions and hackathons.
 - Proposal accepted and coordinators asked to draft a plan.

Next Meeting:

- **Date:** 8th February 2023.
- **Time:** 10.00 am
- **Venue:** Training and Placement Office
- **Agenda:**
 - Review workshop preparation
 - Finalize company outreach list
 - Evaluate student participation in mock activities
 - Discuss semester-end placement reports

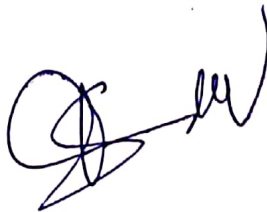
Prepared by:



Dr. Vibha Bhusari

Training and Placement Officer

Kamla Nehru Mahavidyalaya



PRINCIPAL

Kamla Nehru Mahavidyalaya
Sakkardara Chowk, Nagpur



IQAC Coordinator
Kamla Nehru Mahavidyalaya
Nagpur.

Minutes of the Meeting
Training and Placement Department
Academic Session: 2022-2023

Date of Meeting: 8th February 2023

Time: 10.00 am

Venue: Training and Placement Cell

Chairperson: Dr. Vibha Bhusari, Training and Placement Officer

Recorder: Dr. Pravin Dombe, Faculty Coordinator

Members Present:

1. Dr. Vibha Bhusari – Training and Placement Officer *Vibha Bhusari*
2. Prof. Rasika Bodkhe– Faculty Coordinator, CS - BCA Department *Rasika Bodkhe*
3. Dr. Pravin Domde – Faculty Coordinator, Biochemistry Department. *Pravin Domde*
4. Prof. Vijay Harode – Faculty Coordinator, Biotechnology, Department *Vijay Harode*

Agenda:

1. Review workshop preparation
2. Finalize company outreach list
3. Evaluate student participation in mock activities
4. Discuss semester-end placement reports

Discussion Points & Resolutions:

1. Review of Workshop Preparation:

- The Python/C Programming workshop scheduled for 22nd March 2023 is in the final preparation stage.
- Venue booking and resource persons are confirmed.

2. Company Outreach List:

- A draft list of 25 companies prepared.

- Suggestions to add emerging startups and local industries for internships.
 - Final list to be submitted to the T&P Officer by 5th April 2023.
- 3. Mock Activities – Student Participation:**
- Positive participation in recently held mock interviews and aptitude tests.
 - Students requested detailed feedback sessions post-mock interviews.
 - Proposal accepted; feedback to be provided within one week of each activity.
- 4. Semester-End Placement Reports:**
- Faculty coordinators to submit department-wise placement summaries.
 - Report to include: Number of students placed, company-wise details, average package.
 - Deadline for submission: 15th March 2023.

Prepared by:

Vibha Bhusari

Dr. Vibha Bhusari
Training and Placement Officer
Kamla Nehru Mahavidyalaya

[Signature]
PRINCIPAL
Kamla Nehru Mahavidyalaya
Sakkardara Chowk, Nagpur

[Signature]
IQAC Coordinator
Kamla Nehru Mahavidyalaya
Nagpur

**MINUTES
OF
MEETING
(2023-2024)**

Minutes of the Meeting
Training and Placement Department
Academic Session: 2023-2024

Date of Meeting: 06/01/2024

Time: 10.00 am

Venue: Training and Placement Cell

Chairperson: Dr. Vibha Bhusari, Training and Placement Officer

Recorder: Dr. Pravin Dombe, Faculty Coordinator

Members Present:

1. Dr. Vibha Bhusari – Training and Placement Officer
2. Prof. Rasika Bodkhe – Faculty Coordinator, CS - BCA Department
3. Dr. Pravin Domde – Faculty Coordinator, Biochemistry Department.
4. Prof. Vijay Harode – Faculty Coordinator, Biotechnology, Department

Agenda:

1. Review progress on new initiatives launched for session 2023-2024
2. Monitor skill development roadmap implementation
3. Evaluate participation in recent workshops and activities
4. Plan for next semester's workshops and internship drives
5. Schedule next meeting

Discussion and Resolutions:

1. Implementation Review of New Initiatives:

- The Tech + Soft Skills Training Tracks began successfully in August with high student participation.
- The Corporate Connect Series has completed 2 sessions, with good feedback from students.

- The Alumni Mentorship Program initiated with 15 alumni mentors; to be expanded next semester.

2. Internship Drive Planning:

- Shortlisted 20+ companies for outreach, including startups and mid-scale industries.
- Proposals to be sent by mid-December. Drive planned for February 2024.

3. Activity Progress Summary:

- Soft skill sessions scheduled for January.
- Internal coding contests and group discussion rounds planned by the Innovation Cell in February.



Prepared by:
Dr. Vibha Bhusari
Training and Placement Officer
Kamla Nehru Mahavidyalaya



PRINCIPAL
Kamla Nehru Mahavidyalaya
Sakkardara Chowk, Nagpur



IQAC Coordinator
Kamla Nehru Mahavidyalaya
Nagpur.

Minutes of the Meeting
Training and Placement Department
Academic Session: 2023-2024

Date of Meeting: 24 / 06 / 2023




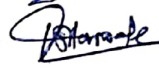
Time: 10.00 am

Venue: Training and Placement Cell

Chairperson: Dr. Vibha Bhusari, Training and Placement Officer

Recorder: Dr. Pravin Dombe, Faculty Coordinator

Members Present:

1. Dr. Vibha Bhusari – Training and Placement Officer 
2. Prof. Rasika Bodkhe– Faculty Coordinator, CS - BCA Department 
3. Dr. Pravin Domde – Faculty Coordinator, Biochemistry Department. 
4. Prof. Vijay Harode – Faculty Coordinator, Biotechnology, Department 

Agenda:

1. Review of previous year's placement performance
2. Planning new initiatives for the 2023-24 session
3. Skill development roadmap
4. Enhancing industry collaboration
5. Strengthening internship and job opportunities
6. Scheduling key activities for the session

Discussion & Resolutions:

1. **Review of 2022-2023 Session:**
 - o Students placed from companies in last academic session.
 - o Noted good participation in workshops and mock interviews.
 - o Identified scope for better industry tie-ups and core placement outreach.
2. **New Initiatives for 2023-2024:**
 - o **Tech + Soft Skills Dual Training Tracks:**
Launch dual tracks focusing on both technical skills (e.g., Python, Java, Cloud) and soft skills (communication, aptitude, interview readiness).
 - o **Internship-First Policy:**
Emphasize internships for pre-final year students by partnering with startups, research institutions, and MSMEs.
 - o **Corporate Connect Series:**
Monthly sessions with HRs, recruiters, or industry professionals for career talks, expectations, and trends.
 - o **Alumni Mentorship Program:**
Create a mentorship framework connecting final-year students with alumni currently working in relevant domains.

- o **T&P Innovation Cell:**
A student-led cell to initiate hackathons, project expos, resume-building workshops, and coding contests.
- o **Industry Readiness Certificate:**
Introduce a department-certified program combining project work, online modules, and internal evaluation.

3. Skill Development Roadmap:

- o Q1: Programming Workshops, Resume Building
- o Q2: Aptitude + Group Discussions, Mock Drives
- o Q3: Internship Training, Career Guidance
- o Q4: Pre-Placement Training, Company-specific Prep

4. Strengthening Industry Collaboration:

- o Collaborate with regional industries and chambers of commerce.
- o Participate in pooled campus drives and inter-institutional placement consortiums.

5. Activity Schedule for 2023-2024:

Month	Activity
July-August	Resume building, Orientation on placements
September	Python/Java Workshop, Communication Skills
October	Internship Drive – Pre-final year
November	Hackathon / Coding Contest
December	Mid-year placement review
January	Mock Interviews, Aptitude Sessions
February	Campus Placement Drives
March-April	Final placement report compilation

Next Meeting:

- **Date:** 28/10/ 2023
- **Agenda:**
 - o Review implementation of new initiatives
 - o Finalize workshop calendar
 - o Confirm participating companies for internship drive

Prepared by:
Dr. Vibha Bhusari

Training and Placement Officer
Kamla Nehru Mahavidyalaya

Vibha Bhusari

[Signature]

PRINCIPAL

Kamla Nehru Mahavidyalaya
Sakkardara Chowk, Nagpur

[Signature]

IQAC Coordinator
Kamla Nehru Mahavidyalaya
Nagpur.

**SKILL BASED
ACTIVITIES
BY
TRAINING &
PLACEMENT
DEPARTMENT
(2022 – 24)**

TRAINING AND PLACEMENT CELL

DATE: 08/11/2023

NOTICE

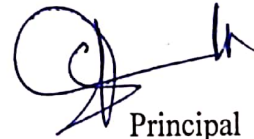
This is to inform to all the students of UG & PG that the Training & Placement cell is going to organise the 1day workshop on Industry Talk series and LinkedIn Profile building Workshop on 11/11/2023. The main objective of the training is bridge the gap between academia and industry, provide students with real-world insights into various career paths, and enhance their understanding of industry trends and expectations.

All the students need to report at 9.30 am in the Chanakya Hall.



Training & Placement Officer

KNM, Nagpur



Principal

KNM, Nagpur

PRINCIPAL

Kamla Nehru Mahavidyalaya,
Sakkardara Chowk, Nagpur

Report on Industry Talk Series & LinkedIn Profile Building Workshop

Organized by: Training and Placement Department

Date: 11/11/2023

Venue: Chanakya Hall, MBA building.

Duration: 1 Day

Name of the Activities:

- Industry Talk Series: "What Recruiters Look For"
- LinkedIn Profile Building Workshop

Objectives of the Activities:

- To bridge the gap between academic learning and corporate expectations.
- To provide UG and PG students with first-hand insights into recruiter preferences and hiring trends.
- To help students establish a strong professional online presence via LinkedIn.
- To prepare students to align their skills, resumes, and profiles with real-time market requirements.

Nature of the Activities:

A. Industry Talk Series: "What Recruiters Look For."

- Speaker: - Mr. Aditya Mukherjee, HR Manager, ICICI Bank Ltd.

• Content Highlights:

- Key traits recruiters evaluate during interviews.
- Importance of soft skills, adaptability, and communication.
- Common resume mistakes and how to avoid them.
- Real-world recruitment process walkthroughs (campus and off-campus).

- Role of internships, certifications, and project work.
- **Interactive Q&A Session:**
Students actively engaged with the speaker and asked queries about recruitment timelines, technical interviews, and industry expectations.

B. LinkedIn Profile Building Workshop

- **Key Topics Covered:**
 - Creating and optimizing a professional LinkedIn profile.
 - Crafting a compelling "About" section.
 - Showcasing education, skills, and certifications.
 - Building and expanding a professional network.
 - Using LinkedIn to research companies, follow trends, and apply for jobs.
- **Practical Session:**
Participants were guided step-by-step to update their profiles in real-time during the session.



Outcome of the Activities:

- UG and PG students gained an in-depth understanding of recruitment criteria from an industry perspective.
- Many students updated their resumes and LinkedIn profiles based on expert recommendations.
- Students learned how to position themselves better for job and internship opportunities online.
- Enhanced student awareness about networking, personal branding, and digital presence.
- Positive feedback was received for both sessions, with requests for follow-up career-focused events.


IQAC Coordinator
Kamla Nehru Mahavidyalaya
Nagpur.


PRINCIPAL
Kamla Nehru Mahavidyalaya
Sakkardara Chowk, Nagpur



AMAR SEWA MANDAL'S (Regd. No. 14/220/78 MDP E-2229 IN)

KAMLA NEHRU MAHAVIDYALAYA

(ARTS, COMMERCE & SCIENCE)

SAKKARDARA CHOWK, NAGPUR-440 024 • Ph : (0712) 2747853, 2747854, 2747308, 2747184
fax : (0712) 2747853 • e-mail : knmnp@rediffmail.com • website : www.kamla nehru college.org



Grade
A
Recognized
by NAAC



DR. (Smt.) SUHASINI G. WANJARI President

Adv. ABHJIT G. WANJARI Secretary

DR. DILIP S. BADWAIK Principal

KNM/

Date : / /

KAMLA NEHRU MAHAVIDYALAYA TRAINING AND PLACEMENT CELL

DATE: 10/10/2022

NOTICE

This is to inform to all the students of UG & PG that the Training & Placement cell is going to organise the 2 days training on Aptitude & Logical Reasoning from 12/10/2019 to 13/10/2022. The main objective of the training is to strengthen students' quantitative, analytical, and logical reasoning abilities and also to prepare students for campus placement tests conducted by various companies.

All the students need to report at 9.30 am in the Chanakya Hall.

Training & Placement Officer

KNM, Nagpur

Principal

KNM, Nagpur

PRINCIPAL

Kamla Nehru Mahavidyalaya
Sakkardara Chowk, Nagpur



AMAR SEWA MANDAL'S (Regd. No. 14/200/78 MGN F 2279 INT)
KAMLA NEHRU MAHAVIDYALAYA
(ARTS, COMMERCE & SCIENCE)
SALAKHARA CHOWK, NAGPUR-440 024 • Ph : (0712) 2747853, 2747854, 2742308, 2747784
fax : (0712) 2747853 • email : kncm@rediffmail.com • website : www.kamlaehruva.org.in



Grade
Accredited
by NAAC



DR. (Smt.) SUHASINI G. WANJARI President Adv. ABHUT G. WANJARI Secretary DR. DILIP S. BADWAIK Principal

KNM/

Date : 13/10/2022

Report on Aptitude & Logical Reasoning Training

Organized by: Training and Placement Department

Date: 12/10/2022 to 13/10/2022.

Venue: Chanakya Hall, MBA building.

Duration: 2 Days

Objectives of the Training Program:

The primary objectives of the Aptitude & Logical Reasoning Training were:

- To equip students with the essential quantitative and analytical skills required for campus placements and competitive examinations.
- To enhance students' problem-solving abilities under time constraints.
- To familiarize students with the structure and pattern of aptitude tests commonly used by recruiters during hiring processes.
- To build confidence and accuracy in solving logical reasoning questions.

2. Nature of the Activity:

The training was designed to be comprehensive, interactive, and performance-oriented. The key components included:

- Daily sessions conducted by expert trainers with experience in corporate and academic aptitude training.
- Coverage of major topics such as arithmetic ability, data interpretation, syllogisms, puzzles, coding-decoding, number series, and analytical reasoning.
- Practice sessions with mock tests, time-bound exercises, and previous year placement questions.
- Doubt-clearing sessions and performance analysis for individual improvement.
- Use of digital tools and question banks for regular assessments and tracking progress.




Outcome of the Training Program:

The program yielded significant benefits for participating students. Major outcomes include:

- Improved speed and accuracy in solving aptitude and reasoning problems.
- Enhanced familiarity with aptitude test formats used by various companies during recruitment.
- Increased student confidence in approaching competitive assessments.
- Development of strategic thinking and logical analysis skills.
- Positive feedback from students regarding the clarity, structure, and relevance of the sessions to real placement scenarios.


IQAC Coordinator
Kamla Nehru Mahavidyalaya
Nagpur.


PRINCIPAL
Kamla Nehru Mahavidyalaya
Sakkardara Chowk, Nagpur



AMAR SEWA MANDAL'S (Regd. No. M/270/78 AEP/12299/01)

KAMLA NEHRU MAHAVIDYALAYA
(ARTS, COMMERCE & SCIENCE)

SAKKARDARA CHOWK, NAGPUR-440 024 • Ph: (0712) 2747853, 2747854, 2742308, 2749784
fax: (0712) 2747853 • email: knmnp@rediffmail.com • website: www.kamla nehru college.ac.in



Grade
Recognized
by NAAC



DR. (Smt.) SUHASINI G. WANJARI President

Adv. ABHJIT G. WANJARI Secretary

DR. DILIP S. BADWAIK Principal

KNM/

Date: / /

KAMLA NEHRU MAHAVIDYALAYA TRAINING AND PLACEMENT CELL

DATE: 04/02/2023

NOTICE

This is to inform to all the students of UG & PG that the Training & Placement cell is going to organise the 1-day workshop on Resume Building & Interview Skills Workshop from 06/02/2023. The main objective of the training is to equip students with the knowledge, skills, and confidence to create effective resumes that enhance their chances of securing job interviews and advancing in their careers.

All the students need to report at 9.30 am in the Chanakya Hall.

Training & Placement Officer

KNM, Nagpur

Principal

KNM, Nagpur

PRINCIPAL

Kamla Nehru Mahavidyalaya
Sakkardara Chowk, Nagpur

Report on Resume Building & Interview Skills Workshop

Organized by: Training and Placement Department

Date: 06/02/2023

Venue: Chanakya Hall, MBA building.

Duration: 1 Day

Objectives of the Workshop:

- To enhance the employability skills of UG and PG students.
- To provide practical guidance on creating effective and professional resumes.
- To familiarize students with common interview formats and techniques.
- To boost students' confidence through mock interview sessions and personalized feedback.
- To bridge the gap between academic learning and industry expectations in terms of job readiness.



Nature of the Activity:

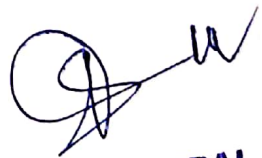
The workshop was structured as a hands-on, interactive session that combined expert-led lectures, demonstrations, and student participation. Key components included:

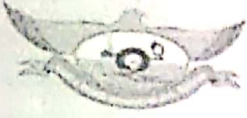
- **Session 1: Resume Writing Techniques**
 - Types of resumes (chronological, functional, combination)
 - Do's and Don'ts of resume writing
 - Tailoring resumes to specific job roles
 - Tips on formatting and layout
- **Session 2: Interview Skills**
 - Types of interviews (HR, Technical, Group Discussions, etc.)
 - Commonly asked interview questions and appropriate responses
 - Body language, etiquette, and presentation skills
 - Mock interviews with expert feedback
- **Q&A and Interaction:**
 - Open floor for students to clarify doubts
 - One-on-one resume review and personalized guidance

Outcome of the Activity:

- Students gained clarity on the components of a strong and impactful resume.
- Many students restructured their resumes based on feedback during the session.
- Increased awareness of the expectations and evaluation criteria used by recruiters.
- Enhanced confidence and preparedness among students to face real-life interviews.
- UG and PG students appreciated the practical orientation and expressed the need for more such career-focused sessions.
- The workshop helped bridge the knowledge gap between academic qualifications and market expectations.


IQAC Coordinator
Kamla Nehru Mahavidyalaya
Nagpur.


PRINCIPAL
Kamla Nehru Mahavidyalaya
Sakkardara Chowk, Nagpur



AMAR SEWA MANDAL'S Regd. No. 14/255/78-MG/1-2/19-92

KAMLA NEHRU MAHAVIDYALAYA

(ARTS, COMMERCE & SCIENCE)

SAKKARDARA CHOWK, NAGPUR-440 024 • Ph. (0712) 2747853, 2747854, 2747308, 2749784
fax (0712) 2747853 • e-mail : knmnp@rediffmail.com • website : www.kamla-nehrucollege.ac.in



Uttam
Accredited
by NAAC



DR. (Smt.) SUNDASINI G. WANJARI President

Adv. ABHJIT G. WANJARI Secretary

DR. DILIP S. BADWAIK Principal

KNM/

Date : / /

KAMLA NEHRU MAHAVIDYALAYA TRAINING AND PLACEMENT CELL

DATE: 10/03/2023

NOTICE

This is to inform to all the students of UG & PG that the Training & Placement cell is going to organise the training on Spoken English & Business Communication Program on 11/03/2023. The main objective of the training is to enhance their spoken English skills, improve their business communication abilities, and build confidence in professional settings.

All the students need to report at 9.30 am in the Chanakya Hall.

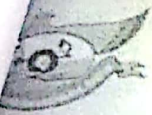
Training & Placement Officer

KNM, Nagpur

Principal

KNM, Nagpur

PRINCIPAL
Kamla Nehru Mahavidyalaya
Sakkardara Chowk, Nagpur



AMAR SEWA MANDAL'S (Regd. No. 14/730, TO MPF E-2077-00)

KAMLA NEHRU MAHAVIDYALAYA

(ARTS, COMMERCE & SCIENCE)

SARJANARA CHOWK, NAGPUR 440 024 • Ph: (0712) 2747853, 2747854, 2742308, 2747784
fax: (0712) 2747853 • email: amarcollege@rediffmail.com • website: www.kamla Nehru college.ac.in



Grade
Accredited
by NAAC



DR. (Smt.) SUHASINI G. WANJARI President

Adv. ABHJIT G. WANJARI Secretary

DR. DILIP S. BADWAIK Principal

Date: / /

TRAINING & PLACEMENT CELL

Date: - 11/03/2023

Report on Spoken English & Business Communication Program

Organized by: Training and Placement Department

Date: 11/03/2023

Venue: Chanakya Hall, MBA building.

Duration: 2 hrs

Objectives of the Program:

The primary objectives of the "Spoken English & Business Communication" program were:

- To enhance students' verbal and written communication skills in English.
- To prepare students for corporate interactions, interviews, and group discussions.
- To instil confidence and fluency in spoken English.
- To develop effective business communication techniques including email etiquette, professional presentations, and formal writing.
- To bridge the gap between academic knowledge and industry expectations regarding communication standards.

Nature of the Activity:

The program was structured as an interactive and practice-oriented training module.

Key features included:

Daily sessions led by professional trainers with experience in soft skills and corporate communication. Activities such as role plays, mock interviews, group discussions, and extempore speaking.

Focused modules on business vocabulary, pronunciation, tone modulation, and body language.

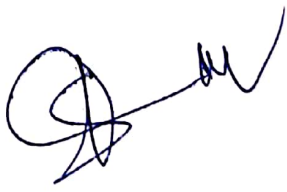
Use of audiovisual tools and real-life business scenarios to enhance engagement and learning. Individual performance feedback to help participants identify strengths and areas for improvement.



Outcome of the Program:

- The program had a significant positive impact on participating students. Notable outcomes include:
- Improved fluency and confidence in spoken English.
- Enhanced ability to present ideas clearly and professionally in both written and oral formats.
- Better understanding of business communication practices relevant to interviews, workplace communication, and networking.
- Increased readiness for placement activities and professional environments.
- Positive feedback from students appreciating the practical and interactive approach of the sessions.


IQAC Coordinator
Kamla Nehru Mahavidyalaya
Nagpur.


PRINCIPAL
Kamla Nehru Mahavidyalaya
Sakkardara Chowk, Nagpur

KAMLA NEHRU MAHAVIDYALAYA
TRAINING AND PLACEMENT CELL

DATE: 17/01/2024

NOTICE

This is to inform to all the students of UG & PG that the Training & Placement cell is going to organise the induction program of Skill Academy Campus Program by TestBook on 19/01/2024. The main objective is to facilitate the development and enhancement of specific skills, knowledge or competencies that are valuable in a particular field or context. It came into ideation with the mission to provide 360-degree employment & placement assistance to the college students.

All the students need to report at 9.00 am in the auditorium.



Training & Placement Officer
KNM, Nagpur



Principal
KNM, Nagpur

PRINCIPAL
Kamla Nehru Mahavidyalaya
Sakkardara Chowk, Nagpur

TRAINING & PLACEMENT CELL

Date: - 19/01/2024

Activity: Induction Session and Skill Academy Talent Exam 2024 (COMMUNICATION SKILL)

Date : - 19/ 01/2024

Duration :- 3 hrs

Aims:

Skill Academy Campus Program by Testbook came into ideation with the mission to provide 360-degree employment & placement assistance to the college students. The main objective is to facilitate the development and enhancement of specific skills, Enhance fluency, interview etiquette, email writing knowledge or competencies that are valuable in a particular field or context.

The Skill Academy Talent exam aims to enhance the skills and competencies of participants, helping them to acquire new knowledge and abilities that are relevant to their field or interests.

Objectives:

1) To provide basic knowledge of the overall activities will be performed by the academy.

2) To help in improving and master the Aptitude skills which are needed to crack any interview be it private or government jobs.

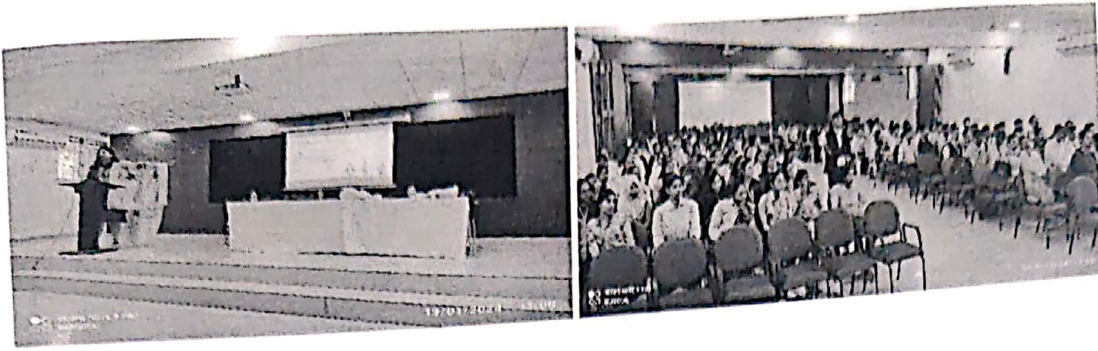
3) To help in improving the overall personality of the individual as the corporate world expect job ready candidates with good personality development skills.

4) To learn the new technologies coming in the field of skill development.

Nature of Activity / Procedure:

Induction Session and Skill Academy Talent Exam 2024 was organized by the Kamla Nehru Mahavidyalaya on 19/01/2024. Students learned about the theory knowledge as well as activities organised by TESTBOOK Skill Academy by the resource faculties and learn the new technologies coming in the field of skill development courses.

Students learned and also interact with the experts. Students are asked to give presentations on their projects very often to enhance their communication and presentation skills. Total 225 students participated in the exam successfully.



Outcome:

- 1) Students acquire new knowledge and abilities that are relevant to their field or interests.
- 2) Students got specialized knowledge and certification that make them more attractive to employers or clients.
- 3) Students got knowledge about the skill development courses.

Smriti
IQAC Coordinator
Kamla Nehru Mahavidyalaya
Nagpur.

[Signature]
PRINCIPAL
Kamla Nehru Mahavidyalaya
Sakkardara Chowk, Nagpur


TRAINING AND PLACEMENT CELL


DATE: 20/10/2024

NOTICE

This is to inform to all the students of UG & PG that the Training & Placement cell is going to organise the 1day workshop on Gamified Learning / Brain Teasers workshop on 22/10/2024. The main objective of the training is to enhance logical thinking, creativity, and problem-solving abilities in a fun and engaging manner and to reduce the stress often associated with aptitude and reasoning training through interactive games and mental challenges.

All the students need to report at 9.30 am in the Chanakya Hall.


Training & Placement Officer
KNM, Nagpur


Principal
KNM, Nagpur
PRINCIPAL
Kamla Nehru Mahavidyalaya
Sakkardara Chowk, Nagpur

Date: - 22/10/2024

Report on Gamified Learning / Brain Teasers Workshop

Organized by : Training and Placement Department

Date : 22/10/2024

Venue: Chanakya Hall, MBA building.

Duration: One Day workshop

Objectives of the Workshop:

The primary objectives of the Gamified Learning / Brain Teasers Workshop were:

- To enhance logical thinking, creativity, and problem-solving abilities in a fun and engaging manner.
- To reduce the stress often associated with aptitude and reasoning training through interactive games and mental challenges.
- To encourage participation, collaboration, and competitive spirit among UG and PG students.
- To promote the application of analytical skills in real-time situations using puzzles, riddles, and team-based logic games.
- To foster interest in learning through innovative, student-friendly methods.

Nature of the Activity:

The workshop was conducted as an interactive session filled with mental challenges and team-based activities. Key features included:

- Individual and group brain teasers involving number puzzles, pattern recognition, lateral thinking, and riddles.
- Interactive logic games like Sudoku relays, crossword challenges, and code-breaking tasks.
- Use of online and offline gamified tools to engage students actively.

- Team competitions with scoring systems to encourage friendly rivalry and motivation.
- Debriefing sessions to explain solutions, strategies, and takeaways after each activity.
- Encouragement of out-of-the-box thinking and communication among participants.



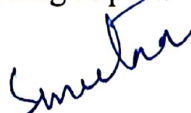
Outcome of the Workshop:


The workshop witnessed enthusiastic participation from both UG and PG students. The key outcomes were:

- Improved interest in logical reasoning and aptitude preparation among students.
- Enhanced teamwork, communication, and critical thinking abilities.
- Positive feedback on the engaging and stress-free format of learning.
- Identification of potential talent in analytical thinking and problem-solving.
- Motivation for students to approach reasoning-based challenges with greater confidence and curiosity.

Conclusion:

The Gamified Learning / Brain Teasers Workshop proved to be an effective and enjoyable learning experience. It successfully combined education with engagement, fostering a strong foundation for aptitude readiness and cognitive development. The Training and Placement Department plans to organize similar sessions in the future based on student feedback and learning impact.


 IQAC Coordinator
 Kamla Nehru Mahavidyalaya
 Nagpur.


PRINCIPAL
 Kamla Nehru Mahavidyalaya
 Sakardara Chowk, Nagpur