**TRAINING AND PALACEMENT CELL RULES AND REGULATIONS**

**A) PLACEMENT:**

**1. ELIGIBILITY AND REGISTRATION:**

* All students who expect to graduate from the institute by the end of the academic year and are seeking employment may register for campus placements with this office.
* Campus placement is a facility provided for the students of the Sri Venkateswara college of Nursing only.
* Registration is not compulsory to all the students ,those who are not interested are not forced for registration of campus placements.
* Only registered students are allowed to appear in campus recruitment process.
* Students having backlogs are advised not to register for placement. Such students are advised to improve and register after cleaning the backlogs.
* Students who have acquired their degrees and were not placed in the earlier year will not be allowed to re-register.
* Students are required to express their willingness in writing for appearing in the campus recruitment process for a particular hospital. If the student doesn’t appear in that hospital even after expressing willing in writing she will be disallowed from the placements for the rest of the academic year.
* Students will be allowed to have a single job offer only. However already placed students may be allowed for multiple job offer after completion of 80% placement of registered and eligible students of individual discipline.
* Students will be deregistered from the placement cell if they are involved in any in disciplinary activities in any stage of the campus recruitment.

RESUME:

* Students are expected to follow the institute resume template (registration form) available at college office for preparing the resumes.
* The details of the resume have to be genuine any student found violating this rule will be disallowed from the placements for the rest of the academic year and it may be referred to institute Disciplinary committee for further action.

**PRE PLACEMENT TALKS (PPT):**

* Notices of the ppt will be displayed on the notice board of Training & placement cell of the institute. Student should occupy the venue 15 minutes before the start of the ppt.
* Students interested in a particular hospital , must attend its ppt without fail.
* Students must clarify details regarding salary breakup , job profile, place of work bond details etc with the companies during ppt.

**TRAINING AND PLACEMENT CELL**

Training and Placement Cell is an integral part of an institute.

* It trains, develops, groom and makes student ready for final placement.
* The cell invites various reputed Hospitals for campus recruitment.
* The cell coordinates quite well with the corporate sector and provides well

 developed infrastructure to facilitate the campus selection programmes

* The Placement cell works together a team in molding the students to the
* requirements of various hospitals
* Overall development of students.
* Campus drives.
* Finally Placement.

**Roles & Responsibilities of Training & Placement Officer.**

* To look after the training and placement activities of students.

To have close liaison with the various hospitals for placement of students.

* To work in consultation with hospitals - institute interaction for organizing lectures

from the doctors and professionals of the hospital.

* To collect feedback from the hospitals coming for placements.
* Arrange training programmes for soft skills and for interview facing skills for the

students using institutional and external expertise.

* To organize the entrepreneurship workshops.

Importance of TPO in institute:

* Today in professional education institutes admissions are highly affected by the track

record of the placements done with past batches.

In today scenario the TPO is the key person in any professional organization.

* TPO's play a major role in brand building of an organization.

**Train students to make them employable by hospitals:**

1. Communication Skill,

2. Group discussion.

3. Personality development.

4. Confidence building and Self Esteem.

 5. Self Motivation.

6. Positive Attitude.

7. Manners and Etiquettes.

8. Body language.

9. Interview Appearance.

**Strategies adopted to overcome the challenges:**

1) Managing career for corporate:

a)what to read and sharpen.

D) what to understand / Leadership Competencies, initiatives.

c) What to practice.

**2)** **Developing personality & Professionalism: Business Etiquettes personality from a corporate prospective so it covers all aspects of:**

i. Hospital culture and how to leverage.

ii. Meeting Etiquettes.

**3) Effective Communication (both Written & Verbal):**

* Communication Skill is one of the most important and required competency of

an individual. This training enables an individual to communicate effectively

(with External & Internal people) in one's professional & personal life.

* Our practical approaches like real life situations towards e-mail writing and

 different role plays for Telephone Etiquettes given an individual an essential lexposure

* This training enables student to communicate effectively inter and intra

 organization.

**4) Facing Interview and getting a job**:

* Practical scenario on face to face & Telephonic conversation.
* Stress Management.
* Handling Questions.
* How to project job readiness through functional depth.

i. Select hospitals (Why'?- your standard, hospital standard, registration etc)

 ii. Pursue hospitals-contact personal contact presentation

 iii Get HR personnel from hospitals - look after them professionally.

 IV. Follow up actions after interviews.

 V. Feedback

 Vi. Improve and Upgrade students again on to the feedback

* Brand building of the institution/ college, is also a primary duty and result of the

work of the TPO.

* Due to TPO the target of placement is achieved. Placement percentage and

placement in best hospitals with good pay packet attract students to join a

particular institution or college.

* Recession
* Sector specific jobs
* Profile specific jobs
* Salary expectations

 **LIST OF SELECTED STUDENTS IN CAMPUS INTERVIEW**

 **APOLLO HOME CARE PLACEMENT LIST 2019**

|  |  |  |
| --- | --- | --- |
| S.NO | NAME | POSITON  |
| 1 | MS.LAVANYA | Home care Nurse |
| 2 | MS.N.RAJINI PRIYA | Home care Nurse |
| 3 | VINOOTHA | Home care Nurse |
| 4 | MS.THEJOVATHI | Home care Nurse |
| 5 | MS.KOMALA | Home care Nurse |
| 6 | MS.SIRISHA | Home care Nurse |
| 7 | MS.B.MOUNIKA | Home care Nurse |
| 8 | MS.MOGILESWARI | Home care Nurse |
| 9 | MS.HARITHA | Home care Nurse |
| 10 | MS.GLORY SELVAM | Home care Nurse |
| 11 | MS.KAMALIKA | Home care Nurse |
| 12 | MS.NANDINI | Home care Nurse |
| 13 | MS.SANDYA | Home care Nurse |
| 14 | MS.JYOSHNA | Home care Nurse |
| 15 | MS.INDUMATHI | Home care Nurse |
| 16 | MS.MANISHA | Home care Nurse |
| 17 | MS.KAVERI | Home care Nurse |
| 18 | MS.EPSIBA | Home care Nurse |
| 19 | MS.KUMARI | Home care Nurse |
| 20 | MS.MOUNIKA | Home care Nurse |
| 21 | MS.SONY | Home care Nurse |
| 22 | MS.SUSMITHA | Home care Nurse |
| 23 | MS.SWEETY | Home care Nurse |
| 24 | MS.LEELAVATHI | Home care Nurse |
| 25 | MS.SHANTHI PRIYA | Home care Nurse |
| 26 | MS.P.REVATHI | Home care Nurse |
| 27 | MS.PRIYADHARSHINI | Home care Nurse |
| 28 | MS.M.CHAITHANYA.M | Home care Nurse |
| 29 | MS.C.CHITRA | Home care Nurse |
| 30 | MS.HEMALATHA.C | Home care Nurse |
| 31 | MS.SANDHYA | Home care Nurse |
| 32 | MS.K.POOJITHA | Home care Nurse |

  **KIMS TRAINEE DEPT.OF NURSING SERVICES PLACEMENT LIST- 2019**

|  |  |  |
| --- | --- | --- |
| S.NO | NAME | POSITION |
| 1 | MS.C.JYOTHSNA | TRAINEE DEPT OF NURSING SERVICE |
| 2 | MS.ANJU VIJAYAN | TRAINEE DEPT OF NURSING SERVICE |
| 3 | MS K. CHAMUNDESWARI | TRAINEE DEPT OF NURSING SERVICE |
| 4 | MS.S.SINDUMATHI | TRAINEE DEPT OF NURSING SERVICE |
| 5 | MS.MANJU A.S | TRAINEE DEPT OF NURSING SERVICE |
| 6 | MS.KAVERI | TRAINEE DEPT OF NURSING SERVICE |
| 7 | MS.CHITRA | TRAINEE DEPT OF NURSING SERVICE |
| 8 | MS.D.MOUNIKA | TRAINEE DEPT OF NURSING SERVICE |
| 9 | MS.B.TEJOVATHI | TRAINEE DEPT OF NURSING SERVICE |
| 10 | MS P.SANDHYA | TRAINEE DEPT OF NURSING SERVICE |
| 11 | MS.G.SONI | TRAINEE DEPT OF NURSING SERVICE |
| 12 | MS.A.K JYOTHI | TRAINEE DEPT OF NURSING SERVICE |
| 13 | MS.VIDHYA | TRAINEE DEPT OF NURSING SERVICE |