

**J.C. Bose University of Science & Technology, YMCA, Faridabad**  
**Training & Placement Cell**



**PREFACE**

Training and Placement is an important aspect of any professional university. JCB UST YMCA puts lots of effort and energy to make successful placement of its students. This is very well reflected from our previous placement's records. However, the success in placement of individual depends on his/her ability to attract, engage and leave a mark on the recruiting companies with the right attitude, aptitude, knowledge, skills, motivation and energy. This policy is designed to ensure that the Students of our university will present their potential in front of the companies, engaging with them through proper attitude, and make an impact on them with their knowledge and skills.

In view of the above the JCB UST YMCA will conduct a number of activities prior to the placement, during the placement and after the placement. These activities will include pre-placement training sessions on aptitude, technical and communication skills, Talks and sessions by industry persons, web and other presentations, on different aspects of learning, coding and technologies. Participation in Such events and activities give an edge to student and prepares a student to face the recruitment process confidently as he/she has something to showcase in front of the recruiter which put him/her apart from others. A positive impression of student's engagement with the recruiting companies gives a favorable impression of our students and companies would like to engage with the University in the long term.



## **VISION & MISSION OF TRAINING & PLACEMENT CELL**

### **Vision**

Increasing Placement by improving the employability of students and impart the necessary skills to meet the expectations of the Industry.

### **Mission**

- To equip students with the skills necessary to face interviews confidently by giving sufficient training in aptitude and reasoning, communication, group discussion, presentations, preparing for technical and HR interviews through professional trainers thereby bringing a holistic transformation.
- To organize recruitment drives with renowned business organization from all over the country, within and outside the campus.
- To enhance career counselling by promoting expert lectures by experienced personnel from corporate sector and to arrange for industrial (in-plant) training for students with industries and reputed business houses from all over India.
- To collaborate with industry for live projects, research work, workshops or any academic alliance and industrial visits.



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<p><b>Forms (Placement):</b></p> <ul style="list-style-type: none"> <li>○ Form P01: Undertaking</li> <li>○ Form P02: Industry expectation and Feedback form</li> <li>○ Form P03: Attendance</li> <li>○ Form P04: Placement Brochure</li> </ul>	
<p><b>Forms (Training) :</b></p> <ul style="list-style-type: none"> <li>○ Form T01: Letter for 6-7 Months Project Training (B.Tech- CE/IT/ECE/EIC/EL/Mech. &amp; MCA)</li> <li>○ Form T02: Letter to company for 6-7 Months Industrial Training (B.Tech- CE/IT/ECE/EIC/EL/Mech. &amp; MCA)</li> <li>○ Form T03: Project Report of In-plant Trainees (For Industry) – First Assessment</li> <li>○ Form T04: First Training Attendance Record of 8<sup>th</sup> Semester Students (B.Tech- CE/IT/ECE/EIC/EL/Mech. &amp; MCA)</li> <li>○ Form T05: Project Report of In-plant Trainees (For Industry) – Second Assessment</li> <li>○ Form T06: Second Training Attendance Record of 8<sup>th</sup> Semester Students (B.Tech- CE/IT/ECE/EIC/EL/Mech. &amp; MCA)</li> <li>○ Form T07: Project Report of In-plant Trainees (From Faculty/Department)</li> <li>○ Form T8: Student feedback form</li> <li>○ Form T9: Performa Industrial Training Impact</li> <li>○ Form T10: No Dues Certificate</li> <li>○ Form T11: Training Report Format</li> <li>○ Form T12: Candidate's Declaration Format</li> </ul>	

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- Form T13: Training Letter Format – MBA
- Form T14: Project Report Format - MBA
- Form T15: Training Letter Format (4 – 6 weeks) – M.Sc (Env. Sci.)
- Form T16: Training Letter Format (10 – 12 weeks) – M.Sc (Env. Sci.)
- Form T17: Project Report Format - M.Sc (Env. Sci.)
- Form T18: PERSONAL DATA FORM
- Form T19: Undertaking for Interns (B.Tech-CE/IT/ECE/EIC/EL/Mech. & MCA) 2020 batch