

**SVJCT's SAMARTH  
NURSING  
COLLEGE**

**PLACEMENT**

**CELL**

**STANDARD**

**OPERATING**

**PROCEDURE**



Shri Vitthalrao Joshi Charities Trust's  
**SAMARTH NURSING COLLEGE**  
ISO 9001 : 2015 Certified  
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(Recognized by Indian Nursing Council, Maharashtra Nursing Council & Maharashtra University of Health Sciences, Nashik and MSNPF Board, Mumbai)

## STANDARD OPERATING PROCEDURE FOR PLACEMENT CELL

The Placement Cell in SVJCT's Samarth Nursing College plays a crucial role in facilitating the placement of students in healthcare institutions and other related industries. This Standard Operating Procedure (SOP) outlines the guidelines and processes to be followed by the Placement Cell of SVJCT's Samarth Nursing College to ensure a smooth and effective placement process.

### OBJECTIVES

- To provide placement opportunities for nursing students in reputable healthcare institutions.
- To bridge the gap between academia and industry by aligning students' skills with industry requirements.
- To offer career guidance and counseling to students.
- To maintain relationships with potential employers and enhance the college's reputation.

Placement Committee of SVJCT's Samarth Nursing College: Comprising faculty members, administrative staff, and student representatives to assist in decision-making and execution.

### PROCESS FLOW

#### **Preparing Students**

Conduct orientation sessions to inform students about the placement process, expectations, and industry requirements. Organize workshops and training sessions to enhance students' soft skills, resume writing, interview techniques, and communication abilities. Maintain a database of student profiles, including academic records, skills, and interests.

#### **Institution Engagement**

Identify potential employers in healthcare institutions, hospitals, clinics, and other related industries. Establish and maintain strong relationships with institute representatives through regular communication, institute visits, and networking events.

#### **Placement Activities**

Collect job openings and internship opportunities from various organizations. Advertise job openings on the college's notice boards, website, and social media platforms. Share job descriptions with students and assist them in preparing application materials. Coordinate with employers to schedule campus interviews, job fairs, and recruitment drives.

### **Preparing Students for Interviews**

Conduct mock interviews and group discussions to help students become comfortable with the interview process. Provide personalized feedback to students based on their performance in mock sessions. Offer guidance on appropriate attire and interview etiquette.

### **Interview Process**

Coordinate logistics for on-campus interviews, which may include setting up interview rooms, providing necessary equipment, and ensuring a smooth interview process. Facilitate off-campus interviews by connecting students with prospective employers.

### **Selection and Offer**

Communicate the selection results to students promptly and professionally. Assist students in evaluating job offers, considering factors such as salary, benefits, location, and job responsibilities.

### **Post-Placement Follow-up**

Keep track of students who have been placed and gather feedback from both students and employers regarding the placement process and the performance of the placed candidates. Maintain contact with placed students to ensure a smooth transition into their new roles.

### **Documentation and Reporting**

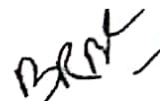
Maintain accurate records of all placement activities, including job openings, company interactions, student profiles, and placement outcomes. Generate periodic reports for college management highlighting the success rate of placements and identifying areas for improvement.

### **Continuous Improvement**

Regularly review and update the SOP to incorporate feedback and adapt to changing industry trends. Seek feedback from students, employers, and faculty members to enhance the effectiveness of the placement process.

### **Conclusion**

By following this SOP, the Placement Cell in the SVJCT's Samarth Nursing College can ensure that students are well-prepared for their careers, and employers can find suitable candidates to meet their staffing needs. A well-organized placement process contributes to the college's reputation and its graduates' success in the healthcare industry.



Principal  
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**SVJCT's SAMARTH  
NURSING  
COLLEGE**

**PLACEMENT**

**CELL**

**MINUTES OF**

**MEETING**



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## MINUTES OF MEETING

### Samarth Nursing College Placement Cell Meeting

Date: 18th March 2023

Venue: Principal's Office

#### Members Present:

- ✚ Dr. Suvarna Patil (Medical Director) BKL Walawalkar Medical College and Hospital, Dervan
- ✚ Dr. Netaji Patil (MD Radiologist) BKL Walawalkar Medical College and Hospital, Dervan
- ✚ Prof. Babasaheb Bhutkar (Principal Samarth Nursing College, Dervan)
- ✚ Prof. Tejal Surve (Vice Principal Samarth Nursing College, Dervan)
- ✚ Mrs. Sujata Rajendra Pawar (Associate Professor)
- ✚ Mr. Jeevan Deshmukh (Assistant Professor)
- ✚ Mrs. Shweta Kshirsagar (Non- Teaching Staff Representative)

#### AGENDA: Placement Cell Discussion

Meeting Commencement: The meeting was called to order by Dr. Suvarna Patil at 10:00 AM in the Principal's Office. All members were present and seated.

#### Placement Cell Activities:

- Dr. Suvarna Patil initiated the discussion by reviewing the ongoing placement activities. She mentioned that the placement drive for the current academic year is in progress and highlighted the need for close coordination between the Placement Cell and the academic departments.

#### Review of Previous Actions:

- Dr. Netaji Patil provided an update on the actions discussed in the previous meeting. He mentioned that the list of potential recruiters has been compiled and shared with the Placement Cell. He requested Principal Babasaheb Bhutkar to share any additional contacts that might be valuable for the placement drive.
- Industry Connections: Principal Babasaheb Bhutkar informed the members about his efforts to establish connections with local healthcare institutions and hospitals. He emphasized the importance of nurturing these relationships for future placement drives and internships.

- Mock Interviews and Training: Prof. Suvarna Patil emphasized the need to organize mock interview sessions to help students prepare for placement interviews. Mr. Jeevan Deshmukh volunteered to arrange for professionals from the industry to conduct these sessions. The members agreed that these sessions should be interactive and simulate real-world interview scenarios.
- Feedback from Students: Principal Babasaheb Bhutkar shared feedback received from students about their preferences for potential recruiters and job profiles. The Placement Cell agreed to consider this feedback while approaching companies for placement drives.


#### **ACTION ITEMS:**

- Dr. Netaji Patil to finalize the list of potential recruiters and share it with the Placement Cell.
- Principal Babasaheb Bhutkar to provide additional hospital and institution contacts for consideration.
- Mr. Jeevan Deshmukh to coordinate with the respective departments for scheduling mock interview sessions.

All members to explore possibilities of guest lectures by industry experts.

Meeting Adjournment: The meeting was adjourned at 11:30 AM with a vote of thanks to all members for their active participation.

Recorded by: Mrs. Shweta Kshirsagar (Non- Teaching Staff Representative)

  
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