



TPC
Training and Placement Cell

Placement Handbook and Guidelines

Training and Placement Cell is an integral part of the institute. The cell has been supported with institutes infrastructure and other facilities with Seminar Halls and Board Rooms for its effective functioning. The Training & Placement Cell is committed to provide all possible assistance to its graduates and post graduate students in their efforts to find employment and is devoted to meet the career objectives of students and cater to the Human Resource needs of Organizations. This placement cell is well coordinated by a Placement Officer and supported by Department Placement Coordinators with the main objective of shaping the engineering and management students to be readily deployable into industry.

Placement Procedure

1. Companies are invited through email, providing relevant information and job descriptions.
2. Companies revert back to the placement department via email.
3. Students receive details of the job descriptions via google form and messages.
4. Campus Drive dates are finalized through discussions
5. Once confirmed by the company, students are notified of the date.
6. The company visits the Campus and conducts the drives.
7. Companies conduct written aptitude tests, group discussions, technical interviews, personal interviews as part of their selection process.
8. The company/organization is required to provide the final list of selected students promptly after completing the selection procedure. The selected students may or may not be allowed to participate in further job interviews, depending on the placement policy.

Placement Policies

1. The role of the TPC is to facilitate and advise on placement-related activities. The TPC does not guarantee job placements.
2. Students should not directly contact company officials for any purpose, including forwarding resumes, internship opportunities, or dissertations. All communication should be channeled through the placement representative of the training and placement cell.
3. Students are expected to maintain decorum during interactions with company officials, such as PPTs and written exams. Punctuality is essential for PPTs, tests, group discussions, and interviews. Leaving the hall before the completion of a PPT is strictly prohibited and may result in disciplinary action.

4. Students found misbehaving with TPC staff, student representatives, faculty members, or heads of departments will be disqualified from the placement session.
5. Students should have sufficient copies of their resume, passport-size photos, etc., ready to submit as required by companies. Requests for resume printouts from the TPC will not be entertained.
6. Offers from a particular company will be announced at the end of the selection process, and all offers must go through the TPC.
7. The TPC shares job description details via email and notices, and students from the respective specialization can apply for the position based on the company's requirements.
8. Students must submit the details in google form shared by TPC before the start of placements.
9. The final authority in case of any disputes will be the Placement Committee Members, and their decisions will be final.

Frequently Asked Questions (FAQ)

1. What is Campus recruitment?

Campus recruitment refers to the process whereby employers undertake an organised program of attracting and hiring students who are about to graduate & postgraduates from universities. (On-campus / Off campus / Pool-campus/Virtual) The objective of campus placement is to identify the talented and qualified students before they complete their education.

2. When does the campus recruitment season begin?

Normally, the campus placement season begins at the prefinal /final semester. It commences in the month of August and goes on till the end of the academic year.

3. What are the eligibility criteria to register for the campus placements?

Eligibility criteria to participate in the campus placements for the graduating class are as below:

- a. 60% throughout. (10th, 12th, UG/PG)/60% in UG/PG

- b. No Standing Arrears.

- c. Students with Standing Arrears (Maximum-02) will be only considered as per the company's discretion.

4. How can I register myself for a particular company's placement process?

Once a recruiter's campus plan is confirmed, all eligible and placement registered students will receive a Google form and notification from the Placement Cell with the detailed Job description (Eligibility/company and job profile/Work Location /Salary Package/mandatory requirement) and the respective company willingness registration link. The respective interested student must give his/her confirmation that he/she is willing to participate in the respective campus placements. All students who thus confirm their willingness must attend the respective campus recruitment without fail.

5. What is Company shortlist?

At times, the recruiter may shortlist the candidates from the willingness database sent by the placement cell

6. What are the stages of the recruitment process?

The following are the typical stages of recruitment – elimination happens at every stage

- a. Pre-placement Talk (PPT)
- b. Aptitude Test / Technical Test (Online/Pen and Paper)
- c. Group Discussion(GD)
- d. Personal Interview (PI)
- e. Technical & HR Interview (TI)

The above mentioned stages may vary as per each company recruitment pattern.

7. Can one student get more than one offer?

The placement policy of the RMCET is designed to benefit all campus eligible students so that maximum number of students gets real opportunity to secure job offers through campus recruitment.

8. How do I communicate with a particular Company?

All communications should be routed only through the Placement Cell. No direct communication with company HR should be done. Any communication received from the company by the students should be forwarded to the TPC for the records.

9. What is Aptitude Test?

- a. Verbal Reasoning, Logical Reasoning and Numerical / Analytical sections.
- b. Duration of the test varies from Company to Company.
- c. Every company has minimum cut-off marks. (Section-wise and Overall).
- d. Some companies may have negative marking also.
- e. Those that clear the Aptitude test will go to the next round

10. What is GD?

GD stands for Group Discussion. GD is conducted to evaluate the students on the basis of knowledge on current affairs, communication skills, leadership qualities and group behaviour. Those who clear the GD will go to the next round of the selection process.

11. What is personal interview (HR)?

HR interviews are conducted to assess Attitude, Communication, Confidence level, Flexibility and Fitment of the candidate into the respective company culture

12. What is technical interview?

- a. It is to assess technical knowledge of the students based on their core area of study.
- b. In case a student has done any certification course, knowledge in that area will also be evaluated

13. Will the results be declared on the same day of the campus placements?

Results will be declared on the same day by most of the companies, but a few companies might announce the results later.

14. What are the documents to be carried by the students on the day of campus placements?

- a. College identity card.
- b. Two sets of updated Resume, Documents & other certification if any.
- c. 2 recent passport size photographs.

15. What is internship?

a. The selection process for internship is similar to that of full time recruitment process and the selected students must join as per the company decision. However, final placements are based on the performance during the internship tenure.

b. Student who are selected only for internship are allowed for full time placement Company process (Internship cum placement will not be allowed for full time placement)

CV/ Resume Template

Name:

Address:

Email Address:

Mobile Number:

Career Objective:

Industrial Training:

Academic Qualifications:

Computer Knowledge/Skills:

Hobbies:

Strengths:

Area of Interest

Personal Profile:

Declaration:



XYZ

Email Etiquettes

Email Etiquettes also called Internet Etiquette refers to a set of rules a Freshly passed out graduates and postgraduates need to follow while communicating through mails or any other online forum. Let us go through some Email etiquette

a) Make sure emails are self-explanatory. The other person should understand your views and ideas.

b) Don't use capital letters in emails unless and until it is the first alphabet of a word.

Emails written in all capitals are considered rude and loud.

c) Be crisp. Lengthy emails are seldom read. Never ever deviate from the actual topic.

d) The subject line ought to be meaningful and relevant. Through subject line employees can quickly know what is written in the email.

e) Start your mail with formal greetings.

f) All official emails must have signatures at the bottom. Your signature should include your name, your company's name, your designation and contact details. Make sure your signatures do not have incorrect information.

g) Take care of your font style and size. Official emails should ideally be written in Arial style with a font size of twelve. Emails written in various colors and designer styles are considered unprofessional and childish.

h) Make sure you reply to all your mails.

i) Don't write anything in your mail which might fall back on you. Read your mail twice before hitting the send button.

j) Take care of spelling errors, punctuation marks and grammar. Wrong spellings irritate the readers. Be polite and soft in your communication.

k) Use words like "regards", "thanks", "yours sincerely" to close your mails.

l) Avoid attaching heavy files to your mail.

Interview Attire for Men

1. Clean Shaven face or Neatly Trimmed beard.
2. Two Piece Suit- Cleaned and pressed, Use conservative colors like Navy blue or Gray.
3. Long sleeves Shirts even in summers- White or light blue solid color.
4. Empty pockets to eliminate bulges.
5. Conservative Tie
6. Belt Matching the color of the shoes.
7. Leather Shoes – black or cordovan. Polish the shoes a night before.
8. No Earrings
9. Clean Trimmed Fingernails.

Interview Attire for Women's

1. Two Piece matched suit. Skirt should cover the thighs when seated Navy Blue, Black, Gray or Dark brown.
2. Tailored blouse, Shell or Knit Top.
3. Leather Shoes – No Stilettos or platforms.
4. Carry only one bag
5. Avoid perfume and heavy makeup.
6. Clean Trimmed fingernails.

Interview Etiquettes

Interview etiquette refers to codes of conduct an individual must follow while appearing for interviews. Let us go through some interview etiquette:

- While appearing for telephonic interviews, make sure you have your resume in front of you. Move to a quiet place and keep a pen and paper handy to jot down address or other necessary details.

- An individual must be present at the interview venue before time. Start from your home a little early and allow a margin for traffic congestions, car problems, route diversions and other unavoidable circumstances. Check the route well in advance to avoid last minute confusions. If you do not have own conveyance, book a cab or ask your friend or family member to drop you right outside the venue. Avoid going by public transport that day.
- Be very particular about your appearance. Follow the professional dress code for an everlasting first impression. Wear something which looks good on you. Coordinate a light color shirt with a dark color well fitted trouser. Make sure your shoes are polished and do not make noise. It is essential to smell good.
- Enter the interviewer's cabin with confidence. Greet him with a warm smile. A firm handshake says that an individual is confident, aggressive and willing to take challenges. Do not offer to shake hands if the interviewer is a female. Do not sit unless you have been told to so.
- Make an eye contact with the interviewer. Avoid looking here and there. • Be honest with the interviewer. Remember a single lie leads to several other lies. Avoid fake stories. It might land you in trouble later.
- Take care of your pitch and tone. Be polite but firm.
- Stay calm. Avoid being nervous during interviews. Remember no one will hang you till death if you do not clear the interview. There is always a second chance. • One must sit straight for the desired impact. Avoid fiddling with pen and paper. It is important to have the right attitude as it helps you stand apart from the crowd. • Keep your cell phone in the silent mode while attending interviews. Cell phone ringing during interviews is an offence.
- Do not fold your resume; instead keep it in a proper folder. Carry all other relevant documents which you might need during interview. Keep a passport size photograph handy.
- Slangs and one-liners must not be used in interviews.
- Avoid cracking jokes with the interviewer.
- Once you are done with the interview, do not forget to thank the interviewer

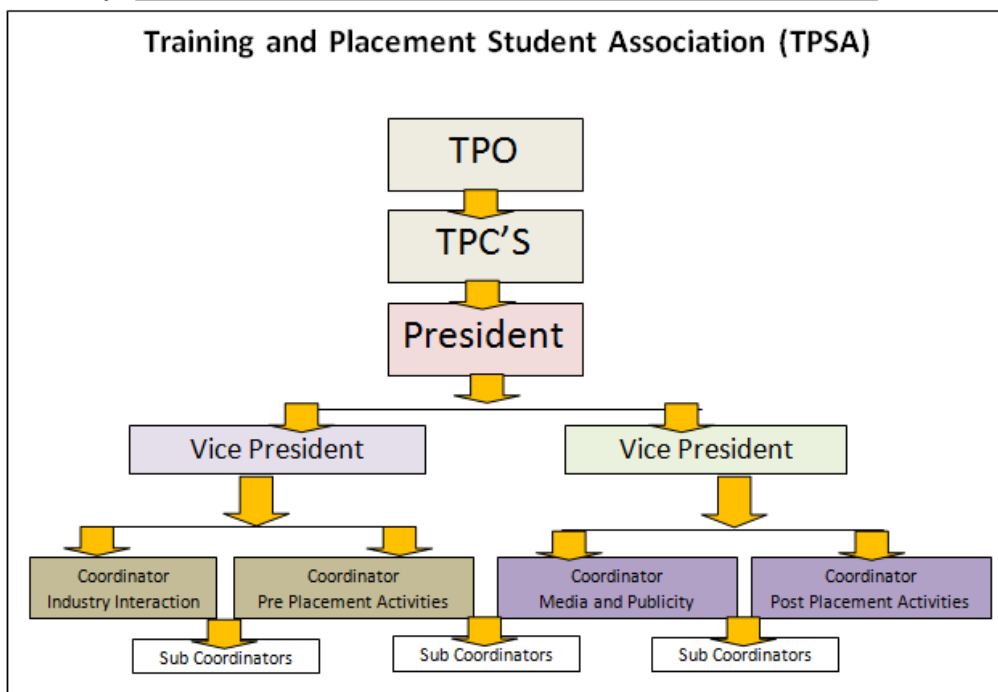
Virtual Interview Etiquettes

- Find a quiet, private, well-lit place, free from possible interruptions.
- Eye contact is very important during an in-person interview, and you want to convey that same level of connection during a video interview.
- Ensure your internet connection is stable.
- Check that your computer's audio is working.
- Test your computer's webcam. Position the camera so that you are looking up slightly and centered on the screen. While it's likely that the interviewer will only see your upper half, it's still a good idea to wear professional pants or a skirt in case you need to stand up for any reason
- Close any unnecessary web browser tabs and applications and notifications.
- Dress professionally and avoid bright colors.

- Have a pen, notepad and copy of your resume on your desk.
- When listening, nod and smile to show you are engaged.
- Use hand gestures when appropriate.
- Place your phone in silent mode.

About TPSA

The Training and Placement Students’ Association (TPSA) of Rajendra Mane College of Engineering & Technology (RMCET), Ambav, was inaugurated on 22nd September 2025 by the Principal of RMCET, Ambav in the presence of HOD’s, faculty members, Training and Placement Cell representatives, and students. Training & Placement Students’ Association (TPSA) – a platform created by the students, for the students. TPSA supports the Training & Placement Cell by collecting and managing student data, organizing expert talks and awareness sessions, mock activities and maintaining the records and assisting in placement-related activities. It helps bridge the gap between students and TPC, enhancing employability, confidence, and career readiness.



Aptitude + Technical Preparation Guide for RMCET Students

It covers aptitude, technical, HR, and preparation strategies.

Section 1: Aptitude Preparation

Topics:

- Number System
- Percentage
- Profit & Loss
- Time & Work
- Time & Distance
- Ratio & Proportion
- Simple & Compound Interest
- Average
- Permutation & Combination
- Probability

Tips:

- Attend the online training session on IBM Skillsbuild/ Coursera/TCS ION/ MKCL ilike
- Watch the videos and prepare by own
- Attend the mock session on every Monday at Seminar Hall, RMCET

Section 2: Logical Reasoning

Topics:

- Series
- Coding-Decoding
- Blood Relation
- Direction Sense
- Syllogism
- Puzzles
- Seating Arrangement
- Statement & Conclusion

Tips:

- Attend the online training session on IBM Skillsbuild/ Coursera/TCS ION/ MKCL ilike
- Watch the videos and prepare by own
- Attend the mock session on every Monday at Seminar Hall, RMCET

Section 3: Verbal Ability

Topics:

- Reading Comprehension
- Grammar
- Vocabulary

- Synonyms & Antonyms
- Sentence Correction

Tips:

- Attend the online training session on IBM Skillsbuild/ Coursera/TCS ION/ MKCL ilike • Watch the videos and prepare by own
- Attend the mock session on every Monday at Seminar Hall, RMCET

Sample Interview Questions with Model Answer

Department of Computer Engineering

Section A: HR Questions

Q1. Tell me about yourself.

A: I am a Computer Engineering student from RMCET with strong interest in programming and software development. I have completed academic projects and training and I am eager to contribute to the industry.

Q2. Why should we hire you?

A: I have strong technical fundamentals, good communication skills, and a positive attitude to learn and grow.

Q3. What are your strengths?

A: Problem-solving skills, teamwork, time management, and adaptability.

Q4. What are your weaknesses?

A: I sometimes focus too much on details, but I am improving my time management. Q5. Where do you see yourself in 5 years?

A: I see myself as a skilled professional in a responsible technical role.

Section B: Programming Fundamentals

Q1. What is OOP?

A: Object-Oriented Programming is a programming approach based on objects. Its main principles are Encapsulation, Inheritance, Polymorphism, and Abstraction.

Q2. Difference between Compiler and Interpreter.

A: A compiler converts the entire program at once, while an interpreter executes line by line. Q3.

What is Recursion?

A: A function calling itself to solve smaller parts of a problem.

Q4. What is Memory Leak?

A: When allocated memory is not released, causing wastage.

Q5. Difference between Stack and Heap.

A: Stack is used for static memory, Heap for dynamic memory.

Section C: Data Structures & Algorithms

Q1. Difference between Array and Linked List.

A: Array has fixed size and contiguous memory, while Linked List is dynamic and non-contiguous.

Q2. What is Time Complexity?

A: It measures the efficiency of an algorithm.

Q3. Explain Binary Search.

A: It searches in sorted data by dividing it into halves.

Q4. What is Hashing?

A: Technique to map data using hash functions.

Q5. Difference between BFS and DFS.

A: level-wise, DFS explores depth-wise.

Section D: DBMS

Q1. What is DBMS?

A: A system to store, manage, and retrieve data efficiently. Q2. What is Normalization?

A: Process of reducing data redundancy.

Q3. What is Primary Key?

A: A unique identifier for records.

Q4. What is ACID?

A: Atomicity, Consistency, Isolation, Durability.

Q5. Difference between DELETE and DROP.

A: records, table removal.

Section E: Operating System

Q1. What is Operating System?

A: Software that manages hardware and software resources. Q2. Process vs Thread.

A: Process is independent, Thread shares memory. Q3. What is Deadlock?

A: Situation where processes wait forever.

Q4. What is Virtual Memory?

A: Uses disk as extra memory.

Q5. What is Scheduling?

A: Method of allocating CPU time.

Section F: Computer Networks

Q1. What is OSI Model?

A: A 7-layer network reference model.

Q2. TCP vs UDP.

A: TCP is reliable, UDP is faster.

Q3. What is IP Address?

A: Unique network identifier.

Q4. What is DNS?

A: Converts domain names to IP addresses.

Q5. HTTP vs HTTPS.

A: HTTPS is secure.

Section G: Project Questions

Q1. Explain your project.

A: Describe objective, technology, and outcome.

Q2. Challenges faced?

A: Time management and debugging.

Q3. What did you learn?

A: Teamwork, coding, and testing.

Q4. Future improvement?

A: Add more features and security.

Sample Interview Questions

Department of Mech & Auto Engineering

Section A: HR Questions

1. Tell me about yourself.
2. Why should we hire you?
3. What are your strengths?
4. What are your weaknesses?
5. Where do you see yourself in 5 years?
6. Why did you choose this company?

Section B: Mechanical Engineering Questions

1. Explain laws of thermodynamics.
2. What is stress and strain?
3. Explain CNC machine.
4. What is fatigue failure?
5. Types of bearings.
6. What is casting?
7. Explain HVAC.

Section C: Automobile Engineering Questions

1. Difference between petrol and diesel engine.
2. What is BS6?
3. What is turbocharger?
4. Explain ABS.
5. What is ECU?
6. Types of gearbox.
7. What is hybrid vehicle?

Section D: Practical & Industry Questions

1. What is preventive maintenance?
2. What is 5S?

3. What is Kaizen?
4. What is lean manufacturing?
5. What is quality control?
6. Explain safety procedures.

Section E: Project-Based Questions

1. Explain your final year project.
2. Why did you choose this topic?
3. What problems did you face?
4. How did you solve them?
5. What improvements can be done?
6. What did you learn from this project?

Sample Aptitude Question Paper

Computer, Mechanical & Automobile Engineering Students - RMCET

Section A: Quantitative Aptitude

1. A number is increased by 20% and then decreased by 20%. What is the net change?
2. If 5 workers complete a job in 12 days, how many days will 10 workers take?
3. Find simple interest on Rs. 5000 at 8% for 3 years.
4. Ratio of two numbers is 3:5 and sum is 64. Find numbers.
5. A car covers 240 km in 4 hours. Find speed.
6. Cost price is Rs. 800 and profit is 25%. Find selling price.
7. Average of 10 numbers is 25. Find sum.
8. $(12^2 - 8^2) \div (12 - 8) = ?$
9. Population increases by 10% yearly. Find increase in 2 years.
10. If $x=4$ and $y=2$, find $(x^3 - y^3)$.

Section B: Logical Reasoning

11. Find next number: 2, 6, 12, 20, 30, ?
12. If CAT = DBU, then DOG = ?
13. Rahul > Amit > Suresh (Height). Who is tallest?
14. Odd one out: CPU, RAM, Keyboard, Monitor
15. If today is Monday, what day after 45 days?
16. A is brother of B. B is mother of C. Relation of A to C?
17. Arrange: Graduation, School, Job, College
18. 3, 9, 27, ?, 243
19. He is my uncle's son. Relation?
20. If SOUTH = 56879, then NORTH = ?

Section C: Verbal Ability

21. Synonym of Rapid?

22. Antonym of Expand?
23. He is good ___ mathematics.
24. Identify correct sentence.
25. Correct spelling of Receive.
26. Correct punctuation: It's raining today.
27. Find error: She do not know.
28. He was tired ___ he continued working.
29. One who loves books = ?
30. Rearrange: is / she / engineer / good / a

Section D: Technical Aptitude

31. Output of: `int x=5; printf ("%d", x++);`
32. Which data structure follows LIFO?
33. Unit of stress?
34. Which engine works on diesel cycle?
35. Which system prevents wheel locking?
36. Function of clutch?
37. What is CNC?
38. Define efficiency.
39. What is Operating System?
40. What is Preventive Maintenance?

Answer Key (For Reference)

1. 4% decrease
2. 6 days
3. Rs. 1200
4. 24 and 40
5. 60 km/h
6. Rs. 1000
7. 250
8. 20
9. 21%
10. 56
11. 42
12. EOH
13. Rahul
14. RAM
15. Wednesday
16. Uncle
17. School, College, Graduation, Job 18. 81

19. Cousin
20. Depends on code
21. Fast
22. Reduce
23. at
24. He doesn't like tea
25. Receive
26. It's raining today
27. does
28. but
29. Bibliophile
30. She is a good engineer
31. 5
32. Stack
33. Pascal
34. Diesel Engine
35. ABS
36. Transmit power

Sample GD Topics

1. AI vs Human Intelligence – Collaboration or Competition?

Explore whether AI is replacing human roles or enhancing productivity by working alongside humans.

2. Should India Prioritize Skill-Based Education Over Degree-Based Education?

Debate around employability, NEP 2020, and evolving job market needs.

3. Moonlighting – Ethical, Legal, or Just a Side Hustle?

Touching on dual employment in the tech industry and beyond.

4. Data Privacy in the Age of Surveillance – Myth or Reality?

Discuss how much privacy individuals actually have with growing digital footprints.

5. Startups in India – Bubble or Backbone of the Economy?

Analyze the rise of unicorns, funding winters, and sustainable innovation.

6. Work from Home vs Work from Office – The Future of Work Culture

Assess flexibility, productivity, team dynamics, and hybrid models.

7. Should Social Media Be Regulated Like Traditional Media?

Weigh free speech vs misinformation, fake news, and censorship.

8. Is Coding the New Literacy?

Is programming now as fundamental as reading and writing?

9. Green Technologies – Business Cost or Opportunity?

Explore ESG compliance, sustainable tech, and climate responsibility.

10. One Nation, One Election – A Boon or a Burden?

11. Success is a Journey, Not a Destination

Evaluates personal vision, values, and clarity of thought.

12. Innovation Distinguishes Leaders from Followers

Steve Jobs-inspired topic to assess leadership and creativity.

13. Failures Are Stepping Stones to Success

Tests resilience, attitude, and real-life learning application

14. The Clock Is Ticking – Are We Running Out of Time?

Can be interpreted on climate change, personal growth, or productivity.

15. The Future Belongs to the Curious

Perfect to assess hunger for learning and futuristic thinking.

Conclusion

Follow the instructions, complete the certificate courses by using digital platforms, and attend the mock practice activities of TPC.

Regular practice, discipline, and confidence are the keys to success in placements.

Thanks & Regards

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