

TRAINING AND PLACEMENT POLICY

1. VISION:

To provide training and placement platform, fostering a culture of excellence, innovation, and employability while bridging the gap between academia and industry at national and international levels.

2. MISSION:

To empower students with the skills, knowledge, and attitude required to succeed in their chosen careers, and to facilitate effective connections between students, alumni, and industry partners, resulting in successful placements and a strong reputation for our institution.

3. CORE OBJECTIVES:

- **Enhance Employability:** Develop and implement pedagogy that enhance students' technical, soft, and life skills.
- **Foster Industry Connections:** Build and maintain strong relationships with industry partners to provide internship and job opportunities through MoUs & collaboration with professional bodies.
- **Promote Career Development:** Offer career counselling, guidance, and other support to help students make informed career choices.
- **Achieve Placement Excellence:** Strive for high placement rates and ensure that students are placed in roles that align with their skills and interests.

The policy shall cater to students of **Architecture, Interior Design, Urban Design, Urban and Regional Planning, and Fine Arts.**

Mitraj Sarvajani institute of Design Planning and Technology				
Under graduate Program		Post Graduate Program		
B. Arch (18 Weeks)	B.ID (18 Weeks)	M. Arch Urban Design (6 Weeks)	M. Plan (urban and Regional Planning) (6 Weeks)	Master in Interior Design (18 Weeks)
Semester VIII	Semester VII	after semester IV	after semester IV	Semester III

4. GUIDING PRINCIPLES:

- **Student-Centricity:** Prioritize students' needs and aspirations.
- **Industry Relevance:** understand prevailing trends and practices.
- **Innovation and Excellence:** Embrace innovative approaches and strive for excellence in all aspects of training and placement.
- **Collaboration and Partnerships:** Foster strong partnerships with industry, academia, and alumni to achieve common goals.

5. ROLE OF TRAINING & PLACEMENT CELL:

The Institute shall establish a dedicated **Training, Internship and Placement Cell (TIP Cell)** with adequate infrastructure for conducting career development and placement activities.

The Cell shall provide facilities for:

- Orientation programmes
- Career counselling and mentoring
- Portfolio and resume development
- Expert lectures and workshops
- On-site Experiential Learning (OSEL)
- Summer internships and semester internships
- Campus placement drives and recruitment activities
- Alumni interaction
- Institute Industry interaction programmes
- Record management and placement database

6. PROFESSIONAL TRAINING POLICY

- a. Internships form an integral part of professional education and aim to bridge academic learning with professional practice.
- b. Students shall undertake internships in accordance with the curriculum and applicable regulations.
- c. Internships shall be carried out in:
 - Architectural and planning consultancy firms
 - Interior and landscape design firms
 - Government departments
 - Urban Local Bodies
 - Development Authorities
 - Research organizations
 - Design studios
 - Art galleries and museums
 - Creative industries
 - Professional practices related to the respective discipline
- d. The internship programme shall emphasize:
 - Practical exposure
 - Professional ethics
 - Workplace discipline
 - Technical competency
 - Creative problem-solving
 - Teamwork
 - Communication skills
 - Documentation and reporting

- e. Students shall complete the registration process for the Internship/Professional Training Semester within the stipulated timeline.
- f. Students shall submit their preferred firms/organizations along with a verified portfolio to the Training and Placement Cell.
- g. Internship/Professional Training shall be undertaken under the supervision of a Registered Architect/ Registered Planner/ Registered Interior Designer/ or other qualified professional/organization, as applicable to the curriculum with prior approval.
- h. All internship applications shall be routed only through the official communication channel of the Institute. Direct applications without prior approval of the Institute shall not be considered.
- i. Students shall be responsible for attending interviews, completing the selection process, and maintaining communication with the prospective organization after the Institute forwards their applications.
- j. Upon selection and joining, students shall submit the Joining Letter and other required documents to the Training and Placement Cell within the prescribed time.
- k. Once joined students shall complete the entire duration of the internship in the same office / firm / organization. Discontinuation / change shall be considered only in case of any unforeseen condition / exceptions as deemed appropriate to the institute.
- l. During the internship period, students shall maintain periodic progress reports, attendance records, work diaries/logbooks, and other documents as prescribed by the Institute and the team.
- m. Students shall maintain discipline, professional ethics, punctuality, confidentiality, and appropriate workplace conduct throughout the internship period. Any misconduct, indiscipline, or violation of the organization's policies or the Institute's code of conduct may result in disciplinary action.
- n. At the completion of the internship, students shall submit the Internship Report, Work Portfolio, Evaluation, Completion Certificate, and any other prescribed documents.
- o. It shall be mandatory for every student to appear for the Semester-End Viva/Examination with the prescribed work portfolio and internship documents. Failure to fulfil any mandatory academic requirement may result in non-award of credits and/or other academic action as per the Institute's academic regulations.

7. PLACEMENT POLICY

- a. The Placement Cell shall facilitate employment opportunities for graduating students through institute industry collaboration.
- b. Placement support shall include:
 - Campus placement drives
 - Employer's presentations
 - Recruiter's requirements shared with students/alumni timely through digital platforms.
 - Alumni & MoU partners' networking
- c. Recruitment opportunities shall be facilitated with organizations including:
 - Architectural firms
 - Planning & Design consultancies
 - Interior and landscape design firms
 - Construction companies
 - Infrastructure consultants
 - Government organizations
 - Urban Development Authorities

- Municipal Corporations
- Research institutions
- Design studios
- Lighting design studios
- Furniture design & manufacturing firms
- Art galleries / Museums
- Creative agencies
- Educational institutions
- National and international organizations

- d. The Placement Cell shall function as a facilitator between students and employers. Final selection shall remain the sole prerogative of the recruiting organization and students.

8. INDUSTRY AND PROFESSIONAL COLLABORATION

- a. The Institute should strengthen Institute-Industry Interaction through:
- Memoranda of Understanding (MoUs)
 - Live projects
 - Design competitions
 - Exchange programs
 - Expert lectures
 - Faculty interaction
 - Site visits
 - Collaborative research
 - Professional development programmes
- b. The Institute shall actively collaborate with professional organizations such as the **Council of Architecture (COA), Indian Institute of Architects (IIA), Institute of Indian Interior Designers (IIID), Institute of Town Planners, India (ITPI), Institute of Urban Designers (IUD), Indian Green Building Council (IGBC), Institute of Civil Engineers and Architects (ICEA)** and other national and international professional bodies.