



!! सिद्धिनेकान्तात् !!

Anekant Education Society's



Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati

- Affiliated to Savitribai Phule Pune University, Pune (M.S.) India •
- Empowered Autonomous •
- Jain Minority Institution •
- NAAC REACCREDITED 'A+' Grade (CGPA 3.55) •
- Website : www.tccollege.org •

Handbook of Trainning and Placement

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We for the Students

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Important Note

This handbook is published for the college purpose / private circulation only.

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Anekant Education Society

Anekant Education Society established in 1961 with the inspiration and blessings of the late Saint Samantbhadra Maharaj and, under the guidance of late Hon. Shri. Fulchand Gandhi, Former Education Minister of Hyderabad state. The Jain philosophy 'Siddhiranekantant' is the motto and 'Anekantwad' is a preamble of society. Anekant Education Society started a college named as *Baramati College*, Baramati in June 1962, with 112 students and 12 teachers. Later, it was renamed as *Tuljaram Chaturchand College*, presently boasts over 10,000 students from different disciplines. Moreover, the society runs another degree college named *Jaysingpur College* in Jaysingpur, Dist. Kolhapur M.S. Furthermore, it extended its endeavors by establishing *Anekant Institute of Management Studies (AIMS)*, *Anekant English Medium School*, Baramati and *College of Pharmacy* from the academic year 2024-2025.

Anekant Education Society is run by Jain community and has been catering to the educational needs of students belonging to different strata of society. It has been awarded 'Jain Religious Minority Institute' status from the Government of Maharashtra. Since its inception, A.E. Society has been providing quality education and has been contributing to academic, social and cultural development of society.

Institutions of A. E. Society:

- Tuljaram Chaturchand College, Baramati, Dist-Pune
- Tuljaram Chaturchand Junior College, Baramati, Dist-Pune
- Jaysingpur College, Jaysingpur, Tal. Shirol, Dist - Kolhapur
- Anekant Institute of Management Studies(AIMS), Baramati, Dist-Pune
- Anekant English Medium School, Baramati, Dist-Pune
- Anekant Education Society's College of Pharmacy, Baramati, Dist.-Pune

About College

Anekant Education Society's Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati, Pune is one of the leading and prestigious colleges in Maharashtra established in 1962. Our motto, 'We for Students' is at the heart of everything we do at the college. The college celebrated its Golden Jubilee in 2012. Keeping pace with modern trends in higher education, the college has full fledged UG programmes in Arts, Science and Commerce along with PG programmes almost in all subjects of different streams as well as Ph. D. Research centers. Beside traditional courses we seek to develop and introduce need based, value added, skill based and career oriented new courses. However, the College has been reaccredited for the third cycle with 'A+' grade (CGPA 3.55) by NAAC, Bangalore in 2017.

It has been awarded the status of 'College with Potential for Excellence' by UGC, and has been selected for STAR College scheme by DBT & DST-FIST scheme by DST, New Delhi. The college received several awards from Savitribai Phule Pune University, Pune including Best College Award, Best Principal Award, Best Student Welfare Officer Award, Best NSS Coordinator Award, Best NSS Unit Award, Best NSS volunteer award and also the recipient of awards from the Maharashtra Government.

The college under UGC scheme of skill development based higher education, started the new generation Bachelor of Vocational degree programmes from June 2014-2015 such as 1) Food Technology and Research and 2) Journalism and Mass Communication 3) Retail Management 4) E - Commerce and Digital Marketing 5) Dairy Technology 6) Networking and System Administration based on the National Skills Qualification Framework, (NSQF) to create employable graduates and skilled young entrepreneurs. Considering the overall academic progress of the college, UGC, New Delhi conferred the an Autonomous status to the college from December 2018 to December 2029 and in 2024 Savitribai Phule Pune University conferred the Empowered Autonomous Status.

VISION

Our vision is to impart career oriented quality education at par with national and international standards in various fields of knowledge including Humanities, Social Sciences, Basic Sciences, Commerce and research by developing moral values in the youth with a view to make them responsible citizens of India.

MISSION STATEMENT

Tuljaram Chaturchand College of Arts, Science and Commerce, run by Anekant Education Society, the Religious Minority Institute with the preamble, *Siddhiranekantat* means *Anekantwad* (Multidimensionalism), seeks to build nation by empowering the youth through skill and career oriented educational and vocational programmes.

OBJECTIVES

- 1) To empower the student especially from the rural area through curricular, co-curricular, extra-curricular and extension activities.
- 2) To empower the student through modern learning resources.
- 3) To impart value based career oriented programmes and to nurture various skills.
- 4) To provide the girl students equal opportunities and empower in different fields of knowledge.
- 5) To develop research culture among the students and faculty and carry out community oriented eco-friendly research for the development of society.
- 6) To undertake collaborative programmes and to carry out consultancy services through interaction with academia, industries and society at large.
- 7) To undertake faculty development programmes to improve academic quality of the institute.
- 8) To enhance students access to learning materials by means of central and departmental libraries and effective use of ICT.
- 9) To create awareness in the society to conserve natural resources and wild life.

Training and Placement Cell

Mr. Mahesh Phule
Training and Placement Cell, Officer
Email: phuletc@gmail.com
Mob: 992255523

The Training and Placement Cell (TPC) serves as the platform for interaction between the college students and companies. TPC assists desired final year students to get suitable job after completion of their program. However, the training and grooming commences from the very first year. Spotting talent, classification, working on the strengths and weaknesses of students has been the hallmark of our endeavors. TPC conducts Training programs to enhance soft skills and overall personality of students in association with industry and academic experts. Invitation Letters/e-mails are sent to various companies, organizations for conducting campus drives. The internships are also provided to the interested students to groom them to become job ready. The students are given occupational trainings such as communication skills, time management and stress management skills to be able to adapt to different work cultures and environments. The teachers also prepare the company profile to assist students to understand the work culture and job pre requisites.

The Training and Placement Cell (TPC) makes every effort each day to bridge the gap between the dreams and capabilities of our students. The different companies have also acknowledged and admired our efforts for providing them with best of the talents. Various companies have visited our college and conducted campus recruitment drives.

Vision

Equipping the students with relevant and conceptualized professional skills and guiding them towards a bright future and career all around the world with the values of – Sincerity, Hard Work and Justice.

MISSION



Our mission is to equip students with practical and conceived professional skills that will enable them to pursue their goals and aspirations in various fields and sectors. We also aim to instil in them the values of justice, diligence, and sincerity that will guide them in their personal and professional endeavours.

OBJECTIVES OF TRAINING & REPLACEMENT CELL :

- 1) To organize campus interviews for students with industries and reputed businesses from all over India as well as Overseas.
- 2) To prepare students for campus interviews by arranging assessments for aptitude and coding. Group discussion and personal interview preparation through professional trainers.
- 3) Providing requisite training to students in the area of personality development and communication skills.
- 4) To encourage career counselling by organizing guidance lectures by senior corporate personnel's.
- 5) Maintaining regular interactions with the industry through Seminars, Guest Lectures, Conferences, Corporate Meets etc.
- 6) Collaborate with industry for Live projects, Research work, Industrial visit, Workshop or any other academic alliances.

I. ROLES AND RESPONSIBILITIES OF THE CELL

- 1) Identifying skill gap and arranging training programmes for the students on soft skills, aptitude and technical.
- 2) Updating students 'data semesterwise to monitor their performance and to check the eligibility criteria of recruiting companies.
- 3) Knowing expectations of the recruiting companies and preparing the students accordingly
- 4) Making the students industry ready by imparting employ ability skill strainings
- 5) Organizing both the on campus and off - campus placement drives for the candidates
- 6) Providing Guide - lines to students to excel in the campus interview process
- 7) Getting Feedback from the employers periodically about the performance
- 8) Building and keeping good rapport with reputed companie sandinviting / bringing in them for campus placements

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- 9) Identifying potential recruiters from IT and core industries and inviting them for campus placements
 - 10) Regular interactions with the industry experts
 - 11) Encouraging students to register for campus hiring as per the eligibility criteria with prescribed qualifications.
 - 12) Making arrangements / facilities that will be necessary on the day of the interview.
 - 13) Gathering appointment letters of the students got placed in the campus drives and distributing them to students.
 - 14) Achieving placement targets every year and improving the placement record
 - 15) Networking with Alumni by conducting Alumni meet at every year
 - 16) Extending placement support for the passed out students by arranging campus drives for them as per the company requirements.
 - 17) Arranging pooled campus drives and job fairs for the student community of all the colleges to provide them with a job opportunity.

II . FACILITIES ATTRAINING AND PLACEMENT CELL

- 1) Placement Cellwith air - conditinoed waiting hall and Dining room facilities.
- 2) One Air Conditioned auditoriums withase ating capacity of 150 + presentations and campus interview processes.
- 3) Computer Lab Facilities for conducting on - line tests for 150 + students at a time.
- 4) Audio - visual Room ; Dedicted conference rooms for conducting Group Discussions and Seminar Halls.
- 5) Separate rooms for conducting interviews.
- 6) Transport, Guest House accommodation facilities for HR Teams.

III. POLICY AND GENERAL GUIDE LINES FOR THE STUDENTS

- 1) At the company's discretion, the student's eligibility will be determined for consolidtion.
- 2) After validating their primary eligibility conditions with their department placement coordinators, students should register their names in the placement cell.
- 3) During registration, they should bring photo copies of their Resumes, mark statements and other relevant documents.
- 4) Once a student has been selected and notified, his or her name will be withdrawn from theplacement rolls, and he or she will no longer be able to appear for further campus interviews other than dream jobs which is subjected to the approval of the Placement officer.
- 5) Students should make every effort to maintain the college's etiquette and image when dealing with visitors from the organization.
- 6) All the students should regularly check their group mail id & whatsapp group for any placement updates
- 7) If the Principal / Placement Officer gets negative remarks from interviewers about a student's demeanor or conduct for any reason, disciplinary action will be taken against the student.
- 8) It is the students' obligation to check the placement cell's notice board for notices and other information at regular intervals. They are also advised to check their mail inboxes on daily basis to get information from the college placement cell /hiring company.
- 9) Students must make their necessary transportation, accommodation, andother arrangementsinorder to attend the interviews.

IV. DOs AND DON'Ts FOR STUDENTS DURING INTERVIEWS

I) DOs

- 1) All the eligible students should visit the companies website to know more about the companies profile
- 2) Interact with the seniors working in that company to get more insights about the company and its profile
- 3) Make a solid first impression by dressing well. Proper and formal dress code should be followed.
- 4) You should be aware of the specific time and location of your interview. Arrive at least 10-15 minutes before the scheduled start time.
- 5) Maintain eye contact with the interviewer and extend a firm handshake. Use the interviewer's title to address them (unless otherwise instructed). During the interview, remain still and upright in your seat.
- 6) Make a list of questions to ask the interviewer ahead of time.
- 7) Ask on when you may expect to hear from the company again. Thank the interviewer for their time and consideration.
- 8) Students should know the reference ID of their known people working in that company for employee reference
- 9) Send a thank-you note after the interview.

II) DON'Ts

- 1) Show up late for your interview
- 2) Give the false impression as if you are merely interested in the job for the time being. Act as if you're looking for work.
- 3) Gum chewing
- 4) Mobile phone usage
- 5) Leave your cell phone on during the interview
- 6) Slouch in your chair
- 7) After the employment offer, inquire about salaries and benefits.
- 8) Don't be afraid to ramble—just be sure to back up each answer with pertinent examples

V. PRE - PLACEMENT PROGRAMS

The Training and Placement Cell organizes training and placement programmes throughout the year. The Training & Placement Cell collaborates with all of the College's departments to track students' progress in all areas.

PRE-PLACEMENTS ACTIVITIES ATT&PCELL

The 6 Stages of Soft Skill Training module was created by a training and placement cell in order to groom students in accordance with employer standards and to enhance their whole personalities. Professional trainers provide coaching to final year students that includes Aptitude Training, Soft Skills, Programming and Mock Interview exercises, among other things.

Stage 1 :

Total Personality Development Concept /Bridging Gaps between Company Expectations and Academic Learning

Stage 2 :

Improving Verbal and Nonverbal Communication / Improving Self-Esteem and Confidence Developing skills and holding a speech contest to improve communication.

Stage 3 :

Managerial & Leadership Skills / Developing Emotional Intelligence & Inter personal Skills, as well as doing fake body language practice sessions.

Stage 4 :

Developing a Positive Attitude and Meaningful Perceptions as well as providing guidance on how to handle a telephone interview (Tips on telephonic etiquette)

Stage 5 :

Tips for conducting Group Interactive sessions Successful Counseling, Mentoring, Motivational & Moral boosting techniques for professionals and providing tips on how to crack an interview's.

Stage6:

Mock/Simulated Exercises/Team Building Activities/Games/Group Discussion

Activity /Mock Interview Practice / Mock Communication Skills Practice given by our eminent Alumni's and corporate.

Sample Interview Questions

1. Tell me about yourself?
2. Why should I hire you?
3. What are your strengths and weakness?
4. Why do you want to work at our company?
5. What is the difference between confidence and over confidence?
6. What is the difference between hardwork and smart work?
7. How do you feel about working nights and weekends?
8. Can you work under pressure?
9. Are you willing to relocate or travel?
10. What are your goals?
11. What motivates you to do good job?
12. What makes you angry?
13. Give me an example of your creativity?
14. How long would you expect to work for us if hired?
15. Are you not under-qualified for this position?
16. Describe your ideal company, location and job?
17. What are your career options right now?
18. Explain how you would be an asset to this organization?
19. What are your outside interests?
20. Would you lie for the company?
21. Who has inspired you in your life and why?
22. What was the toughest decision you ever had to make?
23. Have you considered starting your own business?
24. How do you define success and how do you measure up to your own definition?
25. Tell me something about our company?
26. Where do you see yourself five years from now?
27. On a scale of one to ten, rate me as an interviewer?
28. Do you have any questions for me?

Frequently Asked Questions:

1. What is Campus recruitment?
2. When does the campus recruitment season begin?
3. What are the eligibility criteria to register for the campus placements?

4. How can I register myself for a particular company's placement process?
5. What is Company shortlist?
6. What are the stages of there cruitment process?
7. Can one student get more than one offer?
8. How do I communicate with a particular Company?
9. What is Aptitude Test?
10. What is GD?
11. What is personal interview (HR)?
12. What is technical interview?
13. Will there sults be declared on the same day of the campus placements?
14. What are the documents to be carried by the students on the dayof campus placements?
15. What is internship?
16. I have 6CGP Abut my 10th and 12th are less than 60%. Am I eligible for placement Registration?
17. If I am a waiting results in one company, am I eligible to attend other company?

Curriculum Vitae

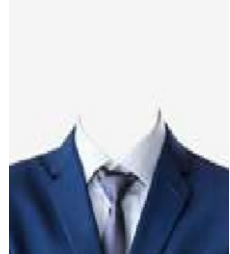
(Resume Template)

Name: **Last Name First Name Middle Name**

Address: House No 1, Baramati-413102.

Email Address: mahesh999@gmail.com

Mobile Number : 0000000000



Career Objective:

- Seeking a position in hospitality industry to utilize and enhance my management and leadership skills
- To secure a challenging position to hone my skills with hard work and firm determination

Work Experience / Industrial Training:

Industrial Trainee 21 Jan 2019 – 24 Jun 2019 Westin Hotel, Gurugram

- Supported organizing and catering for elite customer events
- Delivered high quality and timely food and beverages
- Managed the reservation system for the hotel

Summer Intern 21 Jun 2018 – 20 Jul 2018 Martinsville Garden (CP), New Jersey (USA)

- Completed training in food and beverages services department
- Assisted in organizing multiple events with 50 + international guests
- Assisted in logistics and transportation

Industrial Trainee 22 Dec 2017 – 21 Jan 2018 ITC Fortune Select Global, Gurugram

- Completed training as a customer service professional in the food and beverage department
- Served snacks and drinks to guests
- Ensured proper work flow
- Assisted in preparing simple dishes

Academic Qualifications:

- Senior Secondary Examination from National Institute of Open Schooling, India
- Higher Secondary Examination from CBSE Board

Computer Knowledge:

- MSOffice (Word,Excel,Outlook,Powerpoint,OneNote)
- Google Drive(Docs, Sheets,Slides,Forms)
- Spreadsheets(Excel,GoogleSheets)
- Enterprise Systems(BillingSystems, Payment Processing Systems)

Hobbies:

- Interacting with new people
- Travelling

Strengths:

- Quick to adopt to new Environment
- Teamplayer
- Creative
- Detailed oriented

Area of Interest

- FrontOffice

Personal Profile:

- Name:Karan
- DateofBirth:20.10.1997
- Father'sName:
- Sex:
- Nationality:Indian
- LanguagesKnown:Marathi, English& Hindi
- Blood Group: B+

Declaration:

I here by declare that above mentioned information provided by me is correct and I bear all the responsibility for the correctness of the above details.

Gopal

What are Email Etiquettes?

Email Etiquettes also called Internet Etiquette refers to as etofrulesa 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

- Make sure emails are self - explanatory. The other person should understand your views and ideas.
- Don't use capital letters in emails unless and until it is the first alphabet of a word. Turn off the CAPS lock key. Emails written in all capitals are considered rude and loud.
- Be crisp. Lengthy emails are seldom read. Never ever deviate from the actual topic.
- The subject line ought to be meaningful and relevant. Through subject line employees can quickly know what is written in the email.
- Start your mail with formal greetings.
- Format your emails correctly. Justify your text. Break the complete message into short paragraphs with equal spaces in between. Use bullet points wherever required.
- Keep all related members in loop. Do not mark a blind copy to your reporting boss for him to know what you are upto?
 - 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.
 - Avoid writing offensive emails to anyone. It worsens the situation. It is always better to sit with the other person and discuss issues face to face.
 - 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.
 - Make sure you reply to all your mails. Don't add members just for the sake of it. Don't send mails to individuals who have nothing to do with your information. It is a sheer waste of yours as well as their time.
 - Don't write anything in your mail which might fall back on you. Read your mail twice before hitting the send button.
 - MT and GET freshly hired by the companies should not open illegal or porn sites at workplace. Read carefully the terms and conditions before opening any website. Do not open any site which might harm your office computer.
 - Take care of spelling errors, punctuation marks and grammar. Wrong spellings irritate the readers. Be polite and soft in your communication.

- Avoid using short forms or abbreviations in official mails.
- It is important to respect other's privacy. Don't check any one's mails in his absence.
- The mail meant for an individual should be marked only to him.
Do not mark any one else in bcc. Communicate with him in private.
- Use words like—regards,,—thanks,,—yours sincerely,,to close your mails.
- Avoid attaching heavy files to your mail.
- Do not upload objectionable photographs in any networking site.
- Respect the other person's views while sharing information on various online forums

Dress Code 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.

Telephonic Etiquettes

Telephone etiquettes-

An individual needs to follow as to the rules and regulations while interacting with the other person over the phone. These are often called as telephone etiquettes. It is important to follow the basic telephone etiquettes as our voice plays a very important role in creating an impression of our personality, education, family background as well as the nature of job we are engaged in. The person giving the information is called the sender and the second party is the recipient.

Let us now study the various telephone etiquettes. Please find below the various telephone etiquettes.

Always remember your voice must be very pleasant while interacting with the other person over the phone. Don't just start speaking, before starting the conversation use warm greetings like—good morning!,—good evening! or—good noon! depending on the time.

- Never call any person at odd hours like early morning or late nights as the person will be sleeping and will not be interested in talking to you.
- In any official call, don't use words like "Any guess who I am?"—as the person on the other side might be occupied with something and can get disturbed. Always say —Is it Fed?!, and do ask him, —Is it the good time to talk to you?! and then start communicating. If the person sounds busy always wait for the appropriate time.
- Make sure your content is crisp and relevant. Don't play with words, come to the point directly and convey the information in a convincing manner. First prepare your content thoroughly and then only pick up the receiver to start interacting.
- After dialing, always reconfirm whether the person on the other side is the desired person whom you want to interact with. Always ask—Am I speaking to Mike?! or—Is it Jenny?! before starting the conversation.
- Always carefully dial the numbers, never be in a rush or dial the numbers in dark as it would lead to a wrong call. If by mistake you have dialed a wrong number, don't just hang up, do say sorry and then keep the phone courteously.
- Never put these second party on a very long hold. Always keep the information handy and don't run for things in between any call as the listener is bound to get irritated.
- While interacting over the phone, don't chew anything or eat your food. First finish your food and then only dial the number. If you are reading, please leave the book aside, first concentrate what the other person wishes to convey and then continue with the book.
- After completing the conversation, don't just hang up. Reconfirm with the receiver whether he has downloaded the correct information or not and do end your conversation with pleasant words like—Take care!,—nice speaking with you! and a warm bye. Never say Goodbye.
- Always speak each word clearly. The person on the other hand can't see your expressions so remember your tone should be apt to express your feelings in the correct form.
 - Don't take too long to pick up any call. If you miss the call, make sure you give a call back as the other person might have an important message to convey. Avoid giving missed calls at work places as it irritates the other person.
- In professional talks, never keep the conversation too long as the other person might be busy. Always keep the content crisp and relevant and do come to the point after formal greetings.
- If you are not the correct person and the speaker needs to speak to your fellow worker always say, —one moment please- I will call him in a minute!. If the colleague is not in the office premises, always take a message on his behalf and don't forget to convey him when he is back.
- Decrease the volume of the television or turn off the speakers while speaking over the phone as noise acts as a hindrance to effective communication.
- If there is any disturbance in the network, don't just keep speaking for the sake of it; try to call after some time with a better line.

Interview Etiquettes

Interview etiquette refers to codes of conduct an individual must follow while appearing for interview. 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 do 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.
- Chewing gum during interview is childish.
- 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.
- Slang 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.

If things go wrong with technology, there's always a chance something could go wrong. He has some backup plans to have ready just in case.

- If your video or audio stops working Before the interview, ask the interviewer for a phone number where you can reach them if you experience technical difficulties. If the video cuts out, call them at that number. Ask if you can continue the interview by phone or if you can reschedule.
- If noise interrupts the conversation If noises (sirens, construction, etc.) interrupt your video interview, apologize for the interruption and ask for a few moments until the noise has subsided. You may want to mute the microphone if the noise is severe.
- If someone enters the room unexpectedly If family members, housemates or pets enter the room while you're interviewing, apologize to the interviewer, ask for a few moments, mute your microphone and turn off your camera, and then step away to deal with the interruption. Make sure that the room is secure before beginning the interview again.

On the day of your interview, review this checklist as you're setting up:

- Ensure that you won't be interrupted, either by locking the door or by alerting others that you can't be disturbed (a note on the door or of the room as well as the door to the outside may be helpful).
- Clear the desk space, except for a notepad and pen/pencil for you to take notes.
- Have a copy of your resume and any other notes ready for you to reference. • Set out a glass or bottle of water for yourself.
- Check that your webcam is working.
- Check that your audio is working.
- Close any windows, tabs or applications on your computer that you're not using.
- Check your internet connection and make sure you're not downloading anything in the background.
- Set your phone to silent.
- Check that the background behind you is neutral and free from clutter.
- Adjust the lights in the room. If things appear dark or dim, you may want to bring in an extra desk lamp to brighten the space.

Important Information/Disclaimer

The Training & Placement Cell aims to facilitate placement assistance and offer advice on placement-related activities to all eligible students of the Institute. Placement is a privilege and cannot be claimed as a matter of right. This policy has been framed to ensure the smooth functioning of the Training & Placement Cell. It reserves the right to modify, alter or amend the norms and procedure keeping the overall interest of the students. The policy does not create any right in favor of the participating students in placement drive, although the policy will be implemented in an objective and transparent manner. Mission of the Training & Placement Cell is to work religiously and rigorously to achieve maximum placement. The Training & Placement Cell does not guarantee job placements. If at all, there is any ambiguity or there is a question of interpretation the decision of Director/Management/HOD's/T & P Cell shall be final unquestionable.

Our Placement Companies





HIGHLIGHTS

- NAAC reaccredited ('A+' Grade) for third cycle.
- Qualified and experienced teachers, eminent scientists and scholar academicians are visiting faculty State-of-Arts, sophisticatedly furnished, air conditioned computer laboratories.
- Campus Networking, Internet cafe, Wi-Fi compability.
- Well equipped science laboratories, English language laboratory, Commerce laboratory, Central Facility Centre for research.
- A Unique library with collection over 1,19,976 books, N/I Journals, AV materials and specious reading rooms.
- A play ground, 400 m. running track, separate courts for indoor and outdoor games and well equipped gymnasium hall.
- Separate hostel with high class residential facilities.
- A host of most prestigious and famous 'Moropant elocution and debate competition.'
- Centre for Innovative and Applied Research (CIAR).
- Eco friendly college campus with Botanical Garden, Cafeteria.
- Auditorium and Advanced A / V Seminar Hall.
- Govt., University and other scholarship and freeships for meritorious and deserving students.
- National Cadet Corp (N.C.C.), National Service Scheme (N.S.S.).
- Personality development workshops.
- Centre for Oriental Studies.
- Research centers for Ph. D. programme.
- Anekant: Journal of Humanities & Social Sciences.
- Largest Acoustic Television studio.
- Credit system evaluation.
- Certificate courses for skill development.
- Placement cell.
- Earn and Learn Scheme.
- Competitive examination guidance.
- Student's Co-operative Consumer Store.
- Digital office administration.
- 'Anekant' Miscellany.
- Karmveer Bhaurao Patil Elocution Competition.
- MoU with national & international institutions.
- TCC Chronicle, a quarterly newsletter.
- Centre for Foreign Language Studies.
- COC / COP / Add-on Courses.
- Semester system pattern.
- Police outpost in the campus.



Anekant Education Society's

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