



लक्ष्मीबाईराष्ट्रीयशारीरिकशिक्षासंस्थान , ग्वालियर
**LAKSHMIBAI NATIONAL INSTITUTE OF
PHYSICAL EDUCATION**

(Deemed-to-be University)
Ministry of Youth Affairs & Sports, Government of India

STANDARD OPERATING PROCEDURE

**TRAINING & PLACEMENT CELL
(TPC)**



LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR

(Deemed to be University under Section 3 of the UGC Act, 1956)
Ministry of Youth Affairs & Sports, Government of India

STANDARD OPERATING PROCEDURE (SOP)

TRAINING & PLACEMENT CELL (TPC)

Academic Year 2025–26

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1. PREAMBLE

The Training & Placement Cell (TPC) of Lakshmibai National Institute of Physical Education (LNIPE), Gwalior serves as a structured institutional mechanism to facilitate employment opportunities, professional readiness, and competitive examination preparation for students.

The Cell acts as an interface between students, recruiters, educational institutions, sports organizations, and industry stakeholders.

2. LEGAL & REGULATORY ALIGNMENT

This SOP aligns with:

- UGC Act, 1956
 - NAAC Accreditation Framework (Criterion 5 – Student Support & Progression)
 - NIRF Parameters (Placement & Higher Studies Data under Graduate Outcomes)
 - Institutional Academic Regulations
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3. DEFINITION

Training & Placement Cell refers to the institutional body responsible for:

- Skill enhancement
 - Career guidance
 - Competitive exam preparation
 - Campus recruitment facilitation
 - Alumni & industry engagement
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4. VISION

To develop LNIPE students into **competent, employable, ethically responsible and industry-ready professionals** in the fields of physical education, sports coaching, sports sciences, and related domains.

5. MISSION

- To provide structured training aligned with employer expectations.
 - To build strong industry-academia partnerships.
 - To enhance placement opportunities in schools, universities, sports federations, academies, and corporate sectors.
 - To support competitive exam aspirants.
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6. OBJECTIVES

1. To establish effective interaction with recruiters.
 2. To organize resume writing, aptitude, and interview skill development sessions.
 3. To provide career counseling (short- & long-term planning).
 4. To disseminate verified job and recruitment information.
 5. To involve alumni, HR professionals, and industry experts.
 6. To coordinate campus recruitment drives.
 7. To document placement outcomes for accreditation and ranking purposes.
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7. SCOPE OF TPC

The TPC covers:

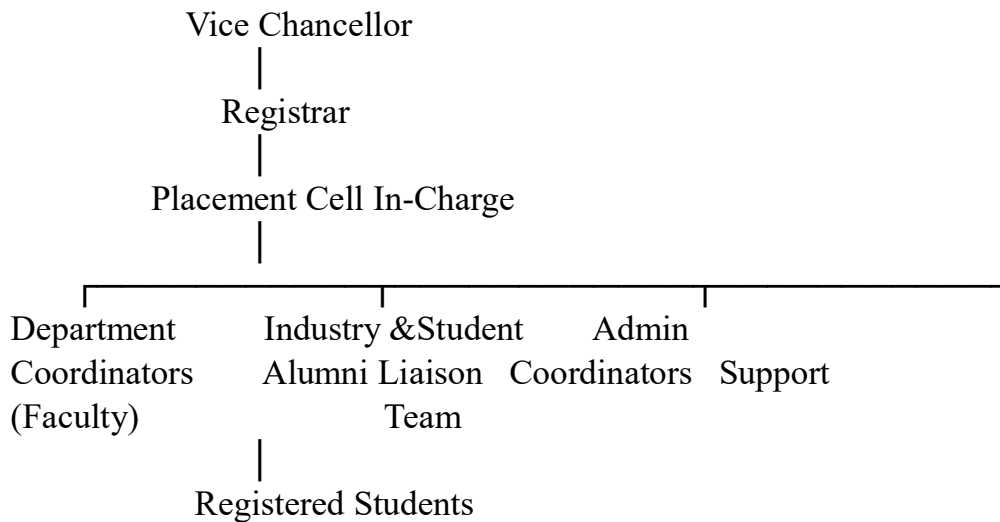
- Student Orientation (Deekshaarambh Program)
 - Student Registration & Database Management
 - Skill Gap Analysis
 - Competitive Exam Training
 - Industry Interaction
 - Campus Recruitment
 - Alumni Mentorship
 - Placement Record Maintenance
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8. GOVERNANCE STRUCTURE & ORGANOGRAM

8.1 Structure

- Vice Chancellor – Policy Oversight
 - Registrar – Administrative Supervision
 - Placement Cell In-Charge – Operational Head
 - Department Coordinators (Faculty)
 - Student Coordinators
 - Office Assistant
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8.2 ORGANOGRAM



9. ROLES & RESPONSIBILITIES

Placement Cell In-Charge

- Overall coordination
- Recruiter engagement
- Reporting to administration

Department Coordinators

- Student mentoring
- Skill gap identification
- Industry connection

Student Coordinators

- Communication
- Event scheduling
- Database updates

Office Assistant

- Documentation
 - Data collection
 - Logistics support
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10. TRAINING & PLACEMENT WORKFLOW

STEP 1: Student Orientation

- Conducted during Deekshaarambh Program
- Awareness about eligibility, expectations, and code of conduct

STEP 2: Student Registration

- Online registration (Google Form / ERP)
- Database creation (academic + skill profile)

STEP 3: Training Need Identification

- Skill gap analysis
- Segmentation by career goal

STEP 4: Skill Development

- Aptitude training
- Communication skills
- Competitive exam preparation
- Personality development

STEP 5: Resume & Interview Preparation

- CV drafting sessions
- Mock interviews
- Group discussions

STEP 6: Recruiter Coordination

- Understanding manpower requirements

- Finalizing recruitment schedule

STEP 7: Placement Drive

- Online / On-campus interviews
- Logistical support

STEP 8: Offer & Documentation

- Collection of offer letters
- Joining confirmation
- Placement statistics update

11. STUDENT ELIGIBILITY & CODE OF CONDUCT

Students must:

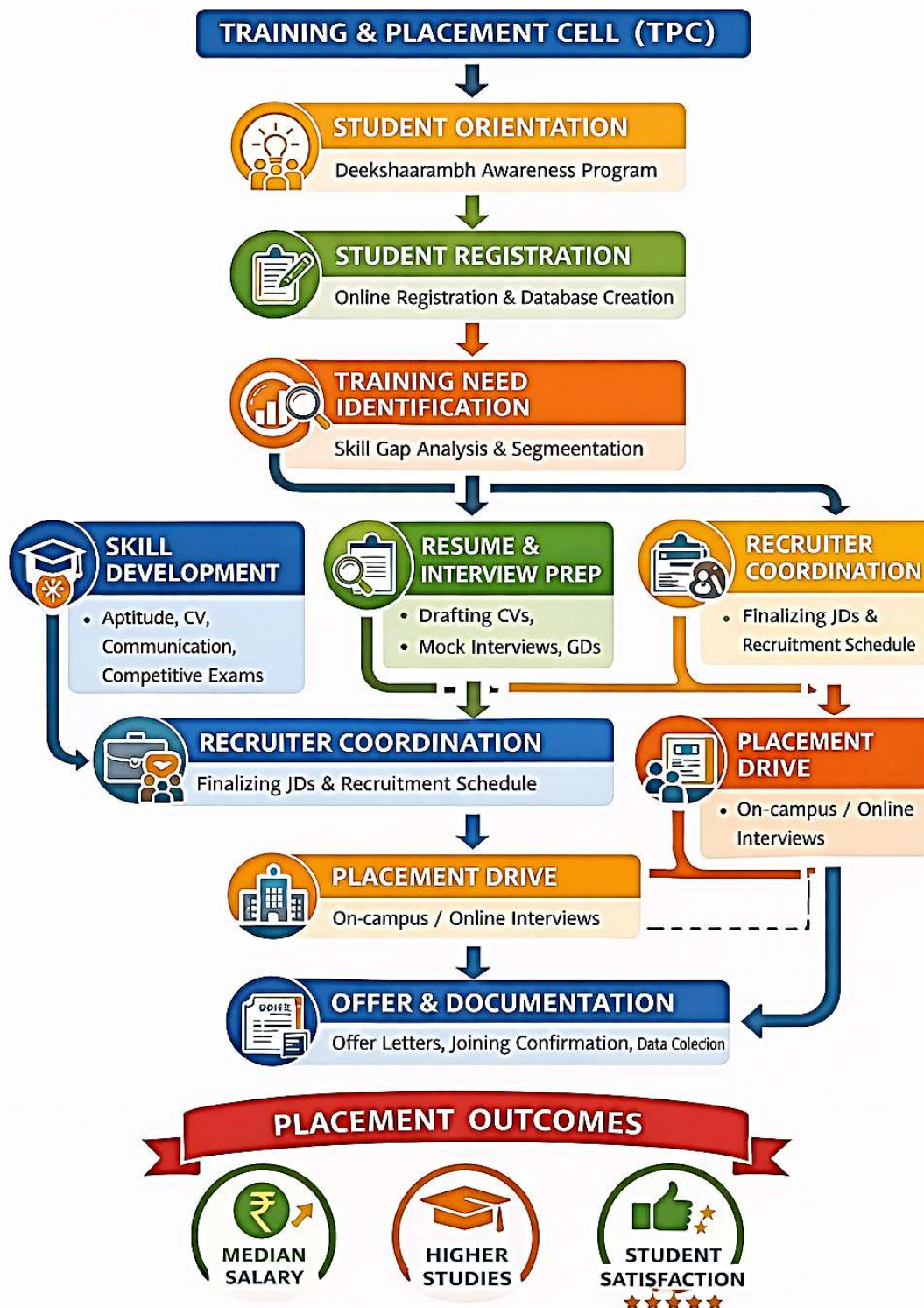
- Maintain **Minimum 75% Attendance**
- Secure **Minimum 60% Aggregate Marks**
- Have **No Disciplinary Record**
- Demonstrate ethical conduct
- Complete mandatory pre-placement training

Single Placement Policy

A student selected by one organization shall not appear for further placement drives.

TRAINING & PLACEMENT CELL WORKFLOW

LNPIE, GWALIOR



12. RECRUITER ENGAGEMENT PROCESS

1. Identify potential recruiters (schools, universities, academies, sports organizations).
 2. Share institutional profile & student database (as permitted).
 3. Obtain Job Description (JD) & eligibility criteria.
 4. Schedule recruitment drive.
 5. Post-event feedback collection.
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13. ALUMNI & INDUSTRY INTERFACE

- Career Talks
 - Mentorship Programs
 - Mock Interviews
 - Referral Support
 - Alumni Success Tracking
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14. DATA MANAGEMENT & REPORTING

Maintain:

- Student database
- Training attendance records
- Recruiter database
- Offer letters
- Salary package records
- Higher education progression data

Retention period: Minimum 5 years (NAAC/NIRF compliance).

15. MONITORING & REVIEW

- Quarterly Review Meeting
- Annual Placement Report
- IQAC Submission

- NIRF Data Verification

16.REVIEW, REVISION & DOCUMENT RETENTION

- SOP to be reviewed annually.
- Modification should be based on policy changes.
- Feedback-based improvement to be made.
- Documents to be retained for a minimum period of 5 years.