



N.A.A.C. Re-ACCREDITED

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College of Social Work

Nirmala Niketan Institute

Affiliated to the University of Mumbai

PLACEMENT PROCESS AND CODE OF CONDUCT FOR STUDENTS REGISTERED IN THE JOB PLACEMENT CELL OF COLLEGE OF SOCIAL WORK, NIRMALA NIKETAN, MUMBAI (REVISED JULY 2025)

1. REGISTRATION AND ELIGIBILITY

- 1) Students who aspire to avail job placement service through the college must register their names by submitting the required data in the prescribed format of the Job Placement Cell (JPC). Only students who register within the given deadline will be eligible to participate in placement activities.
- 2) Campus placement is an optional facility with strict commitments. Students who do not wish to participate in job placements are advised not to register.
The eligibility criteria prescribed by each recruiting organization will be final and binding.
- 3) The JPC Student Representatives shall report to the Job Placement Officer (JPO), who serves as the single point of contact for all student-related placement matters. Grievances may be escalated to the Placement Advisor/Principal if necessary.
- 4) All registered students must attend training sessions, workshops, and orientation programmes organised by the Placement Cell, even if they have already secured an offer.
- 5) Students must be prepared to attend pre-placement talks and interviews at the convenience of the visiting organisations.

2. RESUME SUBMISSION AND DATA FOR PLACEMENT BROCHURE

1. Students must submit a truthful and updated ONE-PAGE resume along with the placement data sheet for inclusion in the college's Placement Brochure.
2. The details provided in the resume and data sheet must be accurate and verifiable. Any student found submitting false or misleading information will be disqualified from placement activities for the remainder of the academic year.
3. Students are responsible for updating their contact details, academic records, and achievements in the placement database as per JPC instructions.

3. PARTICIPATION IN THE JOB PLACEMENT PROCESS

A) Preparatory Workshops



1. All registered students should participate in all the preparatory workshops arranged by the JPC
2. If the attendance of the students in these workshops is less than 75% they shall forfeit their membership in the JPC

B) Pre-Placement Talks (PPTs)

1. Students must join the online/offline PPT platform at least 15 minutes before the scheduled time.
2. During online sessions, students must keep cameras on and microphones muted unless invited to speak.
3. Attendance at PPTs is mandatory for registered students to remain eligible for further rounds.
4. Students who fail to attend without prior notice will be debarred from that organization's recruitment process.
5. Queries related to salary, job role, work location, bond, or joining date must be clarified during PPTs or interviews.
6. Formal attire is mandatory during all pre-placement interactions.
7. Students proceeding to further rounds after the PPT are not permitted to withdraw midway; doing so will result in disqualification from all future placement events.

C) Initial Testing and Interview Process

1. It is the student's responsibility to regularly check placement-related announcements, shortlisted names, and updates on the official notice board, WhatsApp groups, email, or website.
2. After attending the PPTs, students may indicate preference before applying.
3. Once shortlisted, a student must attend all rounds of the selection process (Aptitude Test, Group Discussion, Interview, etc.) unless rejected by the company midway.
4. Latecomers for any round may be denied entry to the process.
5. The Placement Cell facilitates the process but does not guarantee employment.
6. The policy of "One Student – One Job (First Instance)" applies to ensure equal opportunity for all.

4. CODE OF CONDUCT AND PROFESSIONAL ETIQUETTE

1. Students must maintain professionalism, discipline, and integrity throughout the placement process.
2. Any behaviour that damages the reputation of the College or the visiting organization will result in disqualification from all placement activities.
3. Students must adhere to all company-specific rules during the recruitment process.

4. Cheating, misrepresentation, or misbehaviour during any test, GD, or interview will lead to immediate debarment.
5. Students must dress formally for all placement events such as interviews, PPTs, and workshops.

5. JOB OFFER AND ACCEPTANCE POLICY

1. Once a student accepts a job offer, they are not allowed to participate in any other recruitment process.
2. Students must submit a copy of the offer letter to the Job Placement Cell.
3. After accepting an offer, students must serve a minimum of one year with the organization and sign an *Assurance Agreement* if required. In the event that an organization fails to honour an offer after issuance, the matter should be reported to the JPC. The organization may be requested to compensate the candidate for the time lost.
4. If a student decides to withdraw from an accepted offer, they must inform the organization through the Placement Cell immediately.
5. Upon receiving an offer, students have 24 hours to either accept or decline.
6. Students who decline three consecutive offers will exit the on-campus job drive.
7. Students cannot participate in other interviews while holding an active offer unless officially permitted by the Placement Officer via written/email approval.

6. DISQUALIFICATION AND DISCIPLINARY ACTION

A student may be debarred or blacklisted from placement for the following reasons:

1. Providing false or misleading information to the Placement Cell or recruiters.
2. Withdrawing from the recruitment process after shortlisting.
3. Misconduct during PPTs, tests, interviews, or interactions with visiting recruiters.
4. Non-attendance at mandatory placement events without valid reason or prior notice.
5. Any complaint or report of inappropriate behaviour from recruiters, faculty, or staff.
6. Any other matter deemed inappropriate by the Placement Officer/Advisors, whose decision shall be final and binding.

7. SELECTION AND ROLE OF STUDENT REPRESENTATIVES IN JPC

To support the functioning of the Job Placement Cell, a team of Student Representatives will be selected every academic year based on interest, commitment, and leadership skills. The representatives will work under the guidance of the Job Placement Officer for the following functional areas:

- Logistics and Operations: Coordinating venue arrangements, schedules, and technical requirements for online/offline interviews and PPTs.
- Communication Materials and Social Media: Designing communication materials such as placement brochure, managing official placement updates, and handling the Placement Cell's social media and publicity efforts.
- Database Management: Assisting in maintaining the placement data EXCEL sheet, student profiles, and updating records for the annual reports.
- Outreach and Negotiations: Supporting the Placement Officer in reaching out to organisations, networking with HR departments, and assisting in follow-up communication.

Student representatives serve as a bridge between the students, faculty, and the placement cell, ensuring smooth coordination and timely dissemination of information.

8. CONTACT AND CHAIN OF COMMUNICATION

- Primary Contact: At the initial level, Student Representatives should be contacted for logistical arrangements or small operational issues (e.g., venue readiness, online meeting links, attendance, and document verification, etc)
- Secondary Contact: For all official purposes, Placement Officer (PO) is the Single Point of Contact. He/she is responsible for registration, database updates, placement schedules, and coordination with organizations.
- Tertiary Contact: Academic Advisor/ Director of Goregoan Campus/ Principal: To be contacted for escalation, conflict resolution, or in case of grievances not resolved by the PO.

Escalation Matrix: Student → Student Representative (for immediate logistics or communication) → Job Placement Officer (for process-related issues) → Advisor / Director/ Principal (for unresolved or serious concerns)

All official communication, registration, updates, and grievances must be routed through the JPO via email or official channels only. The Placement Cell's role is to facilitate professional opportunities and uphold ethical, transparent, and fair recruitment practices. Adherence to this code ensures credibility for both students and the institution in all professional engagements.



Dr, Lidwin Dias
Principal