



College of Social Work (Autonomous)

Nirmala Niketan Institute

Affiliated to the University of Mumbai

N.A.A.C. Re-accredited with CGPA
of 3.53 on four point scale at
Grade 'A' 3rd Cycle (2015)

PLACEMENT GUIDELINES FOR RECRUITING ORGANIZATION.

Placement Guidelines for Recruiting Organization (RO) -2024-25

As our current batch of BSW, MSW, and MA(SIE) graduates stands at the junction of entering their professional careers in the social sector, we cordially invite all organizations to participate in our campus recruitment process. Our students are bright and well-equipped with the necessary knowledge and skills backed by solid social work ideology. With the training and foundation led by CSWNN, we are confident that our students can handle challenges on the field and flourish.

Our college is undertaking a Campus Recruitment drive from January 2024 to April 2025 for our students, for which we request your active participation. Students would be able to join your organization from or after 1st June 2025. Our college's placement brochure consists of the profiles of our students. In the brochure, you will also find the placement rules for our college. Please go through them as you enter into a partnership with us.

Participating in the Placement Process

College of Social Work, Nirmala Niketan (Empowered Autonomous Institute) has a Placement Cell where students play the lead role. Faculty members guide the cell and have a dedicated support team for efficient administration. The Placement Cell works with potential employers from different sectors to understand their recruitment needs, analyze them, and create opportunities for students through campus and off-campus placements. Placement support is provided to all students for career opportunities in government, industry, NGOs, multilateral agencies, and other organizations that work in the social sector. For purposes of better planning and facilitation of interested recruiters on campus, the placement process is divided into two parts:

1. Registration

Organizations who are interested in meeting our students and recruiting them should register themselves by filling out the details required on the Placement Form (filled) and sending it to our placement office by e-mail as early as possible. Subsequently, we will identify mutually convenient dates for pre-placement talks (PPT) and other recruitment processes on priority.

2. Pre-Placement Talk and Subsequent Recruitment Process

Recruiting Organization. Will be given specific dates for pre-placement talks and the recruitment process on mutually convenient dates.

Recruiting Organizations. are encouraged to provide clear details of the role, location, and salary to the students in the registration form and during the pre-placement talks and interviews. This would help the students make informed choices and hence reduce dropouts after an offer is made. RECRUITING ORGANIZATION is supposed to inform the students if there is any probation period.

The recruitment process would be organized on the campus as well as virtually through Online meeting platforms as per the organizations' convenience. Kindly note that the online process is limited only to the pre-placement talk stage.

Organizations interested in recruiting students from our college will have to communicate their requirements via a prescribed Placement Form enclosed in this brochure. The same needs to be signed by the concerned authority and emailed to us at - cswnnjobplacement@gmail.com.

Any communication regarding the placements should be made only with the Job Placement Cell by contacting cswnnjobplacement@gmail.com.

Assistant Professor/Job Placement Officer:- Mr. Yadnesh Kadam

(Phone no.: 8879880563, Email id: yadnesh.cswnn@gmail.com)

MSW Student contact person:- Mr. Akshat Audichay

(Phone no.: 6377917667)

MA-SIE Student contact person:- Mr. Pratik Wankhade

(Phone no.:7517386210)

BSW student contact person:- Ms. Anudnya Waghmare

(Phone no.: 9975536744)

Guidelines for Participating Organizations.

1. On campus recruitment process will commence from November 2024 and continue up to April 2025.

2. Participating organizations, institutions, and agencies while registering are requested to inform the Placement cell about the following:-

Roles available within the organization with the corresponding Job Descriptions, salary, and location

- Nature of the selection processes, tests, stages, and the tentative time duration that would be required to conduct the whole process. (Kindly don't keep more than 3-4 stages)
- Information about the recruitment team/interview panel that would be visiting the campus placement drive (number and composition).
- Any special requirements that need facilitation for smooth running of this process

3. In the interest of providing an equitable opportunity to all students and creating a fair recruitment environment for organizations, the recruitment process will be as follows:-

- Prior to the start of the placement process, students are requested to share three organizations of their preference based on their interests. On receiving an offer from an organization of their preference, the student will drop out of placements if they decide to accept.
- The list of selected students has to be confirmed within 24 hrs. of completion of the final campus interviews. To facilitate this, key decision-makers should be part of the campus recruitment process. This will facilitate faster decision-making.
- On receiving a job offer, a student has 24 hours to decide whether to accept or reject it. On acceptance of the offer, the student will not be allowed for further placement process. The placement cell should be copied on the offer letter so that it can be tracked/responded to immediately.
- On receiving the offer letter from the R.O., if the student accepts the job offer the student has to send a copy of the same to the placement cell for the record.
- In case the student does not wish to take up the offer, this can be open to wait-listed students
- Students will not be allowed to appear for interviews with other organizations until he/she decides on the offer in hand,
- Only those students who have regretted their first offer from organizations that they do not prefer would be eligible to appear for other interviews with organizations of their preference after permission (via email) to the Placement Cell

4. The placement process will be conducted in a Hybrid Mode. Organizations willing to come on campus are most welcome; however, those who wish to conduct the pre-placement talk online but the interview offline are welcome.

- Recruiting Organizations will conduct a Pre-Placement Talk for the student offline or online on a mutually convenient date before the placement process. Both the bachelor's and master's students (as per agency requirement) attend the talk.

- During the Pre-Placement Talk, Recruiting Organizations will make a maximum 20-minute presentation about the organization and details of the Job offered. Recruiting Organizations will also describe the selection procedure Towards the end, a 10-minute Question & Answer session will help address the queries of the students

- Recruiting organizations will conduct the campus placement on a later, mutually convenient date.

- Recruiting Organizations will receive the CVs of all the interested students via e-mail.

- Recruiting Organizations will hand over the List of Selected candidates for Final placement to the Job Placement Cell

- To avoid uncertainties, all Recruiting Organizations are requested to prepare a Waiting list in addition to the list of students selected for placement.

- Recruiting Organizations have to give 24 hours to the selected candidates to respond to the Recruiting Organization's offer.

- **IT IS MANDATORY** that the Job Placement Cell receive the appointment letter within seven days of the selection process.

- Recruiting Organizations are requested not to shortlist candidates based on the Profile Information of students given in the brochure alone.

- Candidates should be shortlisted after submission of CVs and as per the selection procedure during Campus placement

- In personal interviews, the Recruiting Organizations are requested not to ask uncomfortable questions regarding the social and economic background of the candidates. In case of any such complaints from the candidate regarding the interview, the Job Placement Cell may intervene in the process.

5. Post Placement

- If the organization is not able to recruit a candidate after giving him/her the offer letter due to any reason, the matter needs to be brought to the attention of the placement cell of the college. The recruiting organization needs to give compensation for the same to the candidates.

- If the recruited candidate reports any unethical malpractices or not placed as per the appointment letter, the candidate has every right to quit the job before completing one year.

6. Kindly Note:

· Any communication regarding placements should be made with the Job Placement Officer & Student coordinators specified in the placement brochure.

· Recruiting Organizations shall pay minimum facilitation charges to JPC, which covers admin, venue and hospitality charges for one day for pre-placement and selection procedures.

The charges are as follows :

· N.G.O / Government Agencies: Rs. 1,000/-

· Company/C.S.R: Rs. 2,500/-(offline)

· Campus recruitment charges can be paid by NEFT/RTGS or cheque. The account details will be shared upon contact. Any change in date or time will be intimated in advance.

- If any organization requires more than one day, extra charge will be charged as per the college management rules.

7. Placement Calendar:-

Placement is a student-led activity. The Placement cell has Student representatives who coordinate with organizations and facilitate pre-placement talks, interviews, and other placement processes on campus. Once we receive your Placement form, our Student representative will get in touch with you to discuss mutually convenient dates.

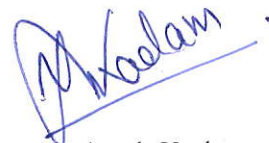
8. Pre-Placement Talk Schedule

Monday & Wednesday After 2:30 p.m.



Dr. Lidwin Dias

Principal



Mr. Yadnesh Kadam

Assistant Professor/Job Placement Officer