



N.A.A.C. Re-ACCREDITED

A

College of Social Work (Autonomous)

Nirmala Niketan Institute

Affiliated to the University of Mumbai

Placement Policy

A. ELIGIBILITY & REGISTRATION

1. Students should register their names by submitting Students' Data Sheet as per the prescribed format given by Placement Cell. Only those students who have registered are eligible to participate in the placement activities.
2. Campus placement is a facility provided for the students. Registration is not compulsory. Students not interested in placement are advised not to register for placement.
3. Students will be allowed to have a single job offer only. Once a student accepts a job offer from an organisation, He/She will not be allowed to participate in any campus recruitment process further.
4. The eligibility criteria imposed by the visiting company will be the final.
5. The eligible/registered students must attend all the training programs/ workshops/Pre - Placement Talks arranged by The Placement Cell even if he/she signs contract at the early stage of the placement process.
6. Placement Convenor is the single point of contact for the concerned Students, in case of any objections or grievances, students may escalate their issue, question or query to Convenor - Job placement cell (JPC) or Faculty In-charge JPC. All kinds of clarifications & communications (such as registration for placement assistance, updating the database, etc.,) may be executed through the concerned placement coordinator.
7. During induction, most of the organisations insist on Passport and PAN card. Hence, the students are expected to apply for the same at the earliest if not done yet.
8. Due to Covid -19 Pandemic situation, Campus Placement Interviews for the year are planned to be scheduled in an online mode. However, in exceptional circumstances on the combined willingness of the organisation as well as the agency it may be done in an offline mode following all the safety protocols of COVID 19. In such situation's students have to make their own transport arrangement.
9. Students are advised to have a proper internet, Camera and headphone + mic connection for the online campus interview.

10. Students attending campus interviews should adhere to the following instructions :-

- i.** Report at the venue (Online meeting platform) of pre-placement talk and interview as per the instructions.
- ii.** Students should carry their resume, photocopies of all Original certificates, passport size photographs Virtual copies (PDF Copies) and Hard copies if the interview is offline.
- iii.** A student in casual dress will not be allowed for the Pre Placement Talk (PPT) / Recruitment Process.
- iv.** The Placement Cell aims to provide placement assistance for all final year students. Placement is a privilege extended to the students but can't be claimed as a matter of right.

B. RESUME

- i.** Students are expected to follow the institute resume template.
- ii.** The details given in the resume have to be truthful and if any student found violating this rule will be disqualified from the placement for the rest of the academic year.

C. PRE-PLACEMENT TALKS (PPT)

- i.** Students should join the online platform 15 minutes before the scheduled time PPT.
- ii.** Students are expected to keep their camera on and mic muted during the PPT.
- iii.** Attendance in PPT is mandatory after registration, to be eligible for further placement process.
- iv.** If a student does not attend pre-placement talk without giving any prior intimation will not be allowed for further process and may be debarred from placement process.
- v.** Any clarification regarding salary break-up, job profile, place of work, bond details, date of joining etc. must be sought from the companies during PPT or interview.
- vi.** **DRESS CODE:** Students must be formally dressed /Uniformed whenever they participate in any interaction with any organization.

- vii. Students proceeding after the PPT for the next step in the selection process of the company cannot quit in between. If a student quits in between, then he/she will be debarred and will not be allowed to appear in any other further placement event.

**Placement Cell reserves the right to refuse permission to a student to attend the selection process/PPT, if they do not dress up formally. Students are expected to know the norms for formal wear; for the benefit of those who claim ignorance, please note that the following are strictly not allowed:

- T-shirts with printed text; un-collared T-shirts / Shirt not-tucked in or any informal dress.

D. PLACEMENT PROCESS:

It is the responsibility of the student to check announcements / notices / updated information / shortlisted names etc. in the notice boards of Placement /Department Notice Board/ Website or on Official Whatsapp groups, E-mails.

E. ATTENDANCE & PUNCTUALITY:

- i. A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately in the middle of a selection process will be debarred from placement for the rest of the academic year.
- ii. LATE COMERS FOR APTITUDE TEST / GD / INTERVIEW may not be allowed to appear for the selection process.

F. DISCIPLINE:

- i. Students should maintain discipline and show ethical behaviour in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the institute's name will be debarred from the placements for the rest of the academic year.
- ii. Students found cheating or misbehaving in the selection process (Test / GD / Interview) will be debarred from the placements for the rest of the academic year.

- iii. The role of the Placement Cell is to facilitate the placement process, it does not in any way guarantee a job.
- iv. The Placement facility is available to all the students registered with Placement Cell through the policy ONE JOB TO ONE STUDENT AT THE FIRST INSTANCE. This will ensure that every student will get equal job opportunities and only few students may not consume up all the jobs.

G. JOB OFFERS:

- i. The copy of the offer letter is required to be submitted to the Job Placement Cell.
- ii. If a student does not wishes to accept the offer proposed by the non preferred organization, he/she is expected to inform the placement cell as soon as possible along with a job regretting letter.
- iii. After accepting a job offer, the student needs to work for a minimum period of 8 months compulsorily. If a student decides to withdraw his/her acceptance any time during the year after accepting the job, he/she must inform the concerned organization through the Placement Cell immediately.
- iv. **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 in the attention of the placement cell of the college. The recruiting organization needs to give compensation for the same to the candidates.

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

- i. Prior to the start of the placement process, students are requested to share three organizations of their preference based on their interest. On receiving an offer from an organization of their preference, the student will drop out of placements, irrespective of their decision to accept or regret.
- ii. On receiving a job offer, a student has 24 hours to decide whether to accept or regret.
- iii. On acceptance of the offer, the student will not be allowed for further placement process.

- iv. In case the student does not wish to take up the offer, this can be open to wait-listed students.
- v. Students will not be allowed to appear for interviews with other organizations until he/she takes a decision on the offer in hand.
- vi. Only those students who have regretted their first offer from organizations that are not preferred by them, would be eligible to appear for other interviews with organizations of their preference, after permission (on email) from the Placement Cell.

H. Debarment/Blacklisting grounds for students:

- i. Students may be debarred /blacklisted from the placement if he/she is found involved in any disciplinary activity or engaged in malpractices.
- ii. Students giving wrong data/information to the recruiting organizations, He/She will be debarred/blacklisted from the placement activities for the rest of the academic year.
- iii. Students cannot drop out from selection process once he/she has been shortlisted for further rounds after Aptitude Test/First round. Disciplinary action will be taken against defaulter student/s.
- iv. Any kind of misbehavior/complaints reported by the company officials/faculty/staff/volunteers will be taken seriously & those involved will be blacklisted from future campus placements.
- v. For all matters not covered by the above regulations, the Placement Cell will use its discretion to take appropriate decisions. The decision taken by this office shall be binding on all students/scholars.
- vi. The policy is subjected to change at a later stage at the discretion of Placement Cell. The Changes made, if any, at a later stage will be notified to all concerned.

Principal In-charge
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