



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 POLICY

A. ELIGIBILITY & REGISTRATION

1. Students should register their names by submitting the Students' Data Sheet per the prescribed format of the Placement Cell. Only those students who have registered by the deadlines is provided are eligible to participate in the placement activities.
2. Campus placement is an optional 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 organization, he/she will not be allowed to participate in any further campus recruitment process.
4. The eligibility criteria imposed by the visiting organization will be the final.
5. The eligible/registered students must attend all the training programs, workshops /and pre-placement talks arranged by The Placement Cell even if he/she signs the contract at the early stage of the placement process.
6. The JPC student co-ordinator is the single point of contact for the concerned Students; in case of any objections or grievances, students may escalate their issue, question, or Job to the Placement officer. All kinds of clarifications & communications (such as registration for placement assistance, updating the database, etc.) may be executed through the concerned placement coordinator.
7. Students are advised to be ready for the pre-placement talk at the organization's convenience.
8. **Students attending campus interviews should adhere to the following instructions:-**
 - i. Report at the venue (Online/Offline meeting) of pre-placement talk and interview as per the instructions
 - ii. Students should bring their resume, photocopies of all original certificates, passport-size photographs, virtual copies (PDF Copies), and hard copies if the interview is offline.
 - iii. Students should be decently dressed for the Pre Placement Talk (PPT) /Recruitment Process.

B. RESUME

The details given in the resume have to be truthful, and if any student is 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/Offline platform 15 minutes before the scheduled time
- ii. Students must keep their camera on and muted mic during online Pre-Placement Talks.
- iii. Attendance in Pre-Placement Talks is mandatory after registration to be eligible for further placement.
- iv. If a student does not attend a pre-placement talk without giving any prior intimation will not be allowed for further process and may be debarred from the 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 the Pre-Placement Talks or interview.
- vi. **DRESS CODE:** Students must be decently dressed whenever they participate in any interaction with any organization.
- vii. Students proceeding after the Pre-Placement Talks for the next step in the organization's selection process cannot quit in between. If a student quits in between, he/she will be debarred and not be allowed to appear in any other further placement event.

D. PLACEMENT PROCESS:

The student is responsible for checking announcements/notices/updated information, shortlisted names, etc., in the notice boards of Placement /Department Notice Board/ Website or on Official Whatsapp groups, E-mails, etc.

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 organization. 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. **APTITUDE TEST/GD/INTERVIEW** will be held at the given scheduled time. No students will be allowed to appear if they report late.

F. DISCIPLINE:

- i. Students should maintain discipline and show ethical behavior in every action they take during the placement process. Any student found violating the discipline rules set by the organization 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 the Placement Cell through the policy ONE JOB TO ONE STUDENT AT THE FIRST INSTANCE. This will ensure that every student gets equal job opportunities, and only a few students may not consume all the jobs.

G. JOB OFFERS:

- i. A copy of the offer letter is required to be submitted to the Job Placement Cell. Even after the student students pass/graduate from the college, it may be asked by JPC.
- ii. If a student does not wish to accept the offer proposed by the non-preferred organization. He/she is expected to inform the placement cell as soon as possible and send a regret letter.
- iii. After accepting a job offer, the student must compulsorily work for a minimum period of **1 year**. 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 to the attention of the placement cell of the college. The recruiting organization needs to compensate the candidates for the time lost.

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

- i. After listening to the Pre-Placement Talks, 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, 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 it.

- iii. On acceptance of the offer, the student will not be allowed to sit for any other interview
- 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 decides on the offer in hand.
- vi. 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 (by email) from the Placement officer

H. Debarment/Blacklisting grounds for students:

1. 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 of the selection process once they have been shortlisted for further rounds after the Aptitude Test/First round. Disciplinary action will be taken against the defaulter student/s.
- iv. Any kind of misbehavior/complaints reported by the organization officials/faculty/staff/volunteers will be taken seriously & those involved will be blacklisted from future campus placements.

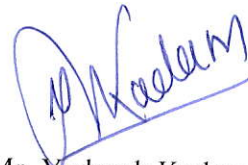
For all matters not covered by the above regulations, the Placement Cell will use its **discretion** to make appropriate decisions along with consulting with the advisors. The decision taken by this office shall be binding on all students/scholars.

- vi. The policy is subjected to revision every few years as per industry trades. The Changes made, if any, will be notified to all concerned.



Dr. Lidwin Dias

Principal



Mr. Yadnesh Kadam

Assistant Professor/Job Placement Officer