

## **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 company 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. During induction, most of the organizations insist on a Passport and PAN card. Hence, the students are expected to apply for the same at the earliest if not done yet.

9. Students are advised to be ready for the pre-placement talk at the organization's convenience.

#### **10. 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. A student in casual dress will not be allowed to participate in the Pre Placement Talk (PPT) /Recruitment Process.

**\*\*Placement Cell reserves the right to refuse permission for 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:**

- Boys: Formal shirt, pants, and shoes. (T-shirts/un-tucked shirts, jeans, slippers/sandals are not allowed)
- Girls: Formal shirt, pants, and shoes / Kurti, cotton pants/legging.

## **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 PPT.
- iii. Attendance in PPT 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 PPT or interview.
- vi. **DRESS CODE:** Students must be formally dressed whenever they participate in any interaction with any organization.
- vii. Students proceeding after the PPT for the next step in the company'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 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. They may even face eviction from the placement cell if they don't have a valid reason, which is acceptable to JPC.

#### **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 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 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 PPT, 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:**

- 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 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 company 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 Prof/Job Placement Officer

# 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 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](mailto:cswnnjobplacement@gmail.com).

Any communication regarding the placements should be made only with the Job Placement Cell by contacting [cswnnjobplacement@gmail.com](mailto:cswnnjobplacement@gmail.com).

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

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

MSW Student contact person:- Mr. Akshat Audichay

(Phone no.: 6377917667, Email id: [akshataudichya2808@gmail.com](mailto:akshataudichya2808@gmail.com))

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

(Phone no.:7517386210 , Email id: [pratuwankhade.122@gmail.com](mailto:pratuwankhade.122@gmail.com))

BSW student contact person:- Mr. Vinayak Kakad

(Phone no.:9356724434 , Email id:-[vinayakkakad2920@gmail.com](mailto:vinayakkakad2920@gmail.com))

### **Guidelines for Participating Organizations.**

**1. On campus recruitment process will commence from January 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 regret 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., the student has to send a copy of the same to the placement cell for the record if the student accepts the job offer.
- 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) from 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.
- The Job Placement Cell must receive the appointment letter within seven days of the selection process. **IT IS MANDATORY.**
- 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.

## **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 room and other support charges.

The charges are as follows :

- N.G.O / Government Agencies: Rs. 1,500/-
- Company/C.S.R: Rs. 3000/-(offline)
- Overseas: Rs. 5000/ (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.

## **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.