



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 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 participate in placement.
3. Once a student accepts a job offer from an organization, he/she will not be allowed to participate in any other recruitment process.
4. The eligibility criteria imposed by the visiting organisation will be the final.
5. The eligible/registered students must attend all training programs, workshops/ and pre placement talks arranged by The Placement Cell. Even if he/she signs the contract at the early stage of placement process.
6. The JPC students committee shall report to the Job Placement Officer who is the single point of contact for the concerned students; in case of any objections or grievances, students may escalate their concerns to the Placement Advisor/Principal. All kinds of clarification and communication (such as registration for placement assistance, updating the database, etc.) may be executed through the concerned Job Placement Officer.
7. Students are advised to be ready for the pre-placement talk at the organisation's convenience.
8. **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. Students should be decently dressed for the Pre Placement Talk (PPT) / Recruitment Process.



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B. RESUME

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/offline platform 15 minutes before the scheduled time.
- ii. Students are expected to keep their camera on and mic muted during the online PPT.
- iii. Attendance in PPT is mandatory after registration, to be eligible for further placement.
- 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 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.

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 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



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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. Even after a student graduates from the college, it may be asked by JPC
- ii. After accepting a job offer, the student needs to work for a minimum period of 1 year compulsorily. An assurance agreement will be signed by the student. If a student decides to withdraw his/her acceptance any time during the year after accepting the job, he/she



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must inform the concerned organization through the Placement Cell immediately.

iii. **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 for the time lost.

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. After listening to the pre placement talks, students are requested to share three organizations of their preference based on their interest and then apply for the job as per their preferences.
- 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 to sit for any other interview.
- iv. Students will not be allowed to appear for interviews with other organisations until he/she decides on the offer in hand.
- v. Only students who have regretted their first offer from organisations would be eligible to appear for other interviews with other organisations after permission (by email) from the placement officer.
- vi. After 3 offers are rejected by a student, he/she will automatically be removed 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



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- disciplinary activity or engaged in malpractices.
- ii. Students giving wrong data or information to the recruiting organisations. He/She will be debarred/ blacklisted from the placement activities for the academic year.
 - iii. Students cannot drop out of the selection process once they have been shortlisted for further rounds after Aptitude Test/First round. Disciplinary action will be taken against the defaulter students.
 - iv. Any kind of misbehaviour/ complaints reported by the organisation/officials/staff/faculty/ volunteers will be taken seriously & those involved will be blacklisted from future campus placements.
 - v. For all matters not covered by the above mentioned 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

Dr, Ronald Yesudhas
Assistant Professor

Ms. Sejal Bhimani
Student Counsellor/
Job Placement Officer

Last reviewed on 8th July, 2025

