

Placement Guidelines for Recruiting Organization (RO) 2022-23

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

Our college is undertaking a Campus Recruitment drive from January 2023 to April 2023 for our students for which we request your active participation. Students would be able to join your organization from or after May, 2023. The placement brochure of our college consists of the profiles of our students. In the brochure you will also find Placement rules of 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 (Autonomous) has a Placement Cell where students play the lead role. The cell is guided by faculty members and has 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, both 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 with the view of recruiting them should register themselves by filling up the details required on the Placement Form (filled and scanned or in the form of a JD) and send it to our placement office by 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

- R.O's will be given specific dates for pre-placement talks and recruitment process on mutually convenient dates.
- R.O's 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 in making informed choices and hence reduce dropouts after an offer is made. R.O's are 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 till the pre-placement talk stage, Interviews shall be conducted on the College Campus only.

Organizations interested in recruiting students graduating in MSW 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 on - cswnnjobplacement@gmail.com

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

Faculty Convener

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Guidelines for Participating Organizations

1. The recruitment process will commence from January 2023 and continue up to April, 2023.
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.
 - Information of the recruitment team / interview panel that would be visiting 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 create 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 interest. 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 campus interviews. To facilitate this, it is preferable that key decision-makers are 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.
 - On acceptance of the offer, the student will not be allowed for further placement process.
 - On receiving the offer letter from the R.O, the student has to send a copy of the same to the placement cell for record if the job offer is accepted by the student.
 - 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 takes a decision on the offer in hand.
 - 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
4. The placement process will be conducted in a Hybrid Mode. Organizations willing to come on campus are most welcome, however those who wish may conduct the pre-placement talk online but interviews shall be conducted in offline mode.
- RO will conduct a Pre-Placement Talk for students offline or online on a mutually convenient date before the placement process. Both the Bachelors and Masters students (as per the agency's requirement) interested to apply for the organization may attend the talk.
 - During the Pre-Placement Talk, RO will make a maximum 20 minute presentation about the organization and details of the Job offered. RO will also describe the selection procedure. Towards the end, a 10-minute Question & Answer session will help address queries of the students.
 - RO will conduct the campus placement on a later date which is mutually convenient. RO will be handed over the CVs of all the interested students via mail or post.
 - RO will hand over the List of Selected candidates for Final placement to the Job Placement Cell.
 - To avoid uncertainties, all ROs are requested to prepare a Waiting list in addition to the list of students selected for placement.
 - RO has to give 24 hours to the selected candidates to respond to the RO's offer.
 - The Job Placement Cell must receive the appointment letter within seven days of the selection process.
 - ROs 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 RO is 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 Faculty Convenor & coordinators of the Job Placement Cell or with the faculty coordinators specified in the placement brochure.
- Recruiting Organization would have to pay the minimum fees for confirmation of their registration to the college.
- Registration fees for the placement procedure which includes one day venue charges of 3 to 4 hrs:-
 - N.G.O & Semi-government: Rs. 1,500/- (offline) & Rs. 1000/- (online)
 - C.S.R: Rs. 3000/- (offline) & Rs. 2500/- (online)
 - Overseas: Rs. 5000/ (offline) & Rs. 4000/- (online)
- Campus recruitment charges can be paid either by cash or cheque. The account details will be shared upon contact. Any change in date or time will be intimated in advance.

Campus recruitment charges for the day will cover the above mentioned registration fee to use the campus for a day 3 to 4 hrs maximum. The college venue used for more than 4 hrs will have to pay the venue charges as per the Nirmala Niketan Institute policy of half day and full day rates of classrooms.

7. **Placement Calendar:-** Placement at C.S.W.N.N. 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 and Wednesday, After 02:30 P.M