



# College of Social Work Nirmala Niketan, Mumbai

## JOB PLACEMENT CELL



# ORIENTATION TO JOB PLACEMENT CELL

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**EMPOWERING YOUR CAREER JOURNEY**

[cswnnjobplacement@gmail.co](mailto:cswnnjobplacement@gmail.co)





## College of Social Work Nirmala Niketan, Mumbai

### Objectives of the Job Placement Cell

#### **1. Facilitate Career Orientation and Awareness**

To help students understand diverse career pathways, align their academic strengths with industry demands, and make informed career choices.

#### **2. Enhance Career Readiness Skills**

To prepare students for the job market through resume/CV writing, LinkedIn profile development, interview preparation, and professional communication workshops.

#### **3. Bridge the Gap Between Academia and Industry**

To bring reputed organizations for on-campus recruitment and foster long-term collaborations with industry partners.

#### **4. Support Emotional Well-being During Career Transitions**

To address and support students in managing stress, anxiety, fear of rejection, and other emotional challenges related to career decisions and placements.

#### **5. Establish a Robust Support and Documentation System**

To maintain transparent records, ensure timely updates, and build a streamlined channel of communication between students, faculty, and recruiters.

#### **6. Promote Equal Opportunities and Holistic Growth**

To ensure inclusive placement practices, support students from varied backgrounds, and contribute to their personal and professional growth.





## Recruitment Clendar

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### Tentative Schedule

- **July - Student enrollment JPC (General Body) and Brocher Preparation**
- **August to September -Job Readiness Workshops(Soft Skills)**
- **September to December - Job Readiness Workshops/ Grooming Sessions(Technical Skills)**
- **December - Reaching out to/ Interaction with NGOs/ Government Agencies/ Industry**
- **January to February - Pre Placement Talks**
- **Feb to March - Interviews**
- **April to May - Job Offer Letters**
- **May to July - Preparation of Placement Documents for Next Batch**



**College of Social Work  
Nirmala Niketan, Mumbai**

# **Recruitment Guidelines**

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## **For Organisations**

**To ensure a smooth and effective recruitment process in collaboration with our Placement Cell, organizations are requested to follow the steps below:**

**1. Submit the Expression of Interest (EOI) Form (Google Form)**

**Initiate the recruitment process by filling out the official EOI form provided by the Placement Cell.**

**2. Schedule the Pre-Placement Talk (PPT)**

**Coordinate with the Placement Cell to conduct a Pre-Placement Talk and brief students about your company, job roles, expectations, and selection process.**

**3. Conduct the Recruitment Process**

**Carry out your recruitment activities including interviews, group discussions (GD), personal interviews (PI), written assessments, or any other step as per your organization's policy.**

**4. Issue Offer Letters**

**After the selection process, kindly share the offer letters with the Placement Cell for distribution to the selected students.**



**College of Social Work  
Nirmala Niketan, Mumbai**

## **Recruitment Guidelines**

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### **For Students**

**Students are expected to follow the below guidelines to be eligible and actively participate in the placement process:**

**1. Registration and Payment**

**Complete the placement registration by filling out the student registration form and paying the requisite placement fees.**

**2. Active Participation in Pre-Placement Activities**

- **Submit your resume/profile for the placement brochure.**
- **Attend all preparatory workshops (resume building, interview skills, LinkedIn profile creation, etc.).**
- **Participate in the company's Pre-Placement Talks.**

**3. Full Engagement in the Recruitment Process**

**Appear for all rounds of interviews and assessments as scheduled and complete the recruitment process professionally and responsibly.**



## Behavioural Requirements for Students

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**To maintain the integrity and effectiveness of the placement process, students are expected to adhere to the following behavioural guidelines:**

### **1. Mandatory Participation**

**Attendance in all pre-placement activities—including workshops, orientation sessions, resume submissions, and pre-placement talks—is compulsory for all registered students.**

### **2. Consequence for Non-Compliance**

**Students who miss more than three official placement events without valid prior approval will face termination of their Placement Cell membership. Please note: No refunds will be provided under such circumstances.**

### **3. Student Coordination Committee**

**A small Student Organising Committee will be constituted to serve as a liaison between the student body and the Placement Cell. This committee will assist in planning, coordination, and communication throughout the placement process.**



## Placement Policy

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### **Discipline:**

- Students must maintain ethical conduct during the placement process. Misconduct, cheating, or defaming the institute will lead to debarment for the academic year.
- The placement cell only facilitates placements and does not guarantee jobs.
- A "One Student, One Job" policy ensures equal opportunities for all.

### **Job Offers:**

- Students must submit offer letters to the placement cell, even post-graduation if requested.
- Students must inform the placement cell if they decline or withdraw from a job offer through email.
- Accepted offers require a minimum one-year commitment; early withdrawal must be reported.
- If an offer is revoked by the company, the placement cell should be informed, and the candidate must be compensated.

### **Recruitment Process:**

- Students list three preferred companies after Pre-Placement Talks.
- Once offered a job from any preferred company, students exit the placement process.
- Job offers must be accepted or declined within 24 hours.





## Placement Policy

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### **Blacklist criteria for students:**



- 1. Debarment for Misconduct:** Students involved in disciplinary issues or malpractices may be blacklisted from placement.
- 2. Providing False Information:** Students who give false information to recruiters will be barred from placements for the rest of the academic year.
- 3. Dropping Out After Shortlisting:** Students who drop out after being shortlisted for further rounds will face disciplinary action.
- 4. Misbehavior or Complaints:** Any complaints of misbehavior from recruiters or staff will lead to blacklisting from future placements.
- 5. Discretion of Placement Office:** The placement office may make decisions not explicitly covered in the policy, in consultation with advisors.
- 6. Policy Review:** The policy is reviewed every few years and updated according to industry trends.





## Benefits for Students of Being a Registered Candidate with JPC

### PERKS

-  Exclusive Access to job openings and internships.
-  Resume-building & Interview Guidance.
-  Networking with top recruiters & organizations.
-  Skill Development workshops and sessions.
-  Enhanced Social Presence for professional growth.

### BEYOND JOB OPENINGS : VALUE ADDED SERVICES

-  Social Media Branding Workshops: Learn how to create a professional digital presence.
-  Interview & Communication Skills: Learn how to present yourself effectively to recruiters.
-  Job Retention Skills: Sessions on how to sustain and grow in your first job.
-  Personality Development Sessions: Build confidence, clarity, and communication.



# College of Social Work Nirmala Niketan, Mumbai

## JOB PLACEMENT CELL 2025 - 26

### Placement Highlights: Academic Year 2024-25

 **59 students enrolled**

 **47 job offers received, 28 students accepted offers.**

 **Multiple offers from top social sector and corporate recruiters**



**8 out of every 10 students successfully  
received offers**

**28 studnets accepted offers out of 47  
offers**



# College of Social Work Nirmala Niketan, Mumbai

## Top Organizations That Hired Our Students

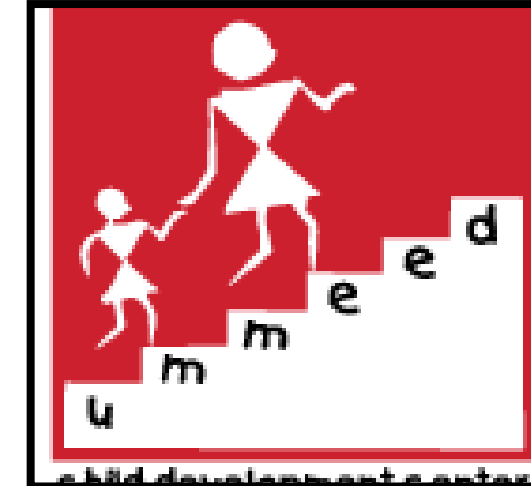






# College of Social Work Nirmala Niketan, Mumbai

## Top Organizations That Hired Our Students



**College of Social Work (Empowered Autonomous)  
Nirmala Niketan, Mumbai**



## JOB PLACEMENT CELL

## For Collaborations Reach Out To:

**cswnnjobplacement@gmail.com**