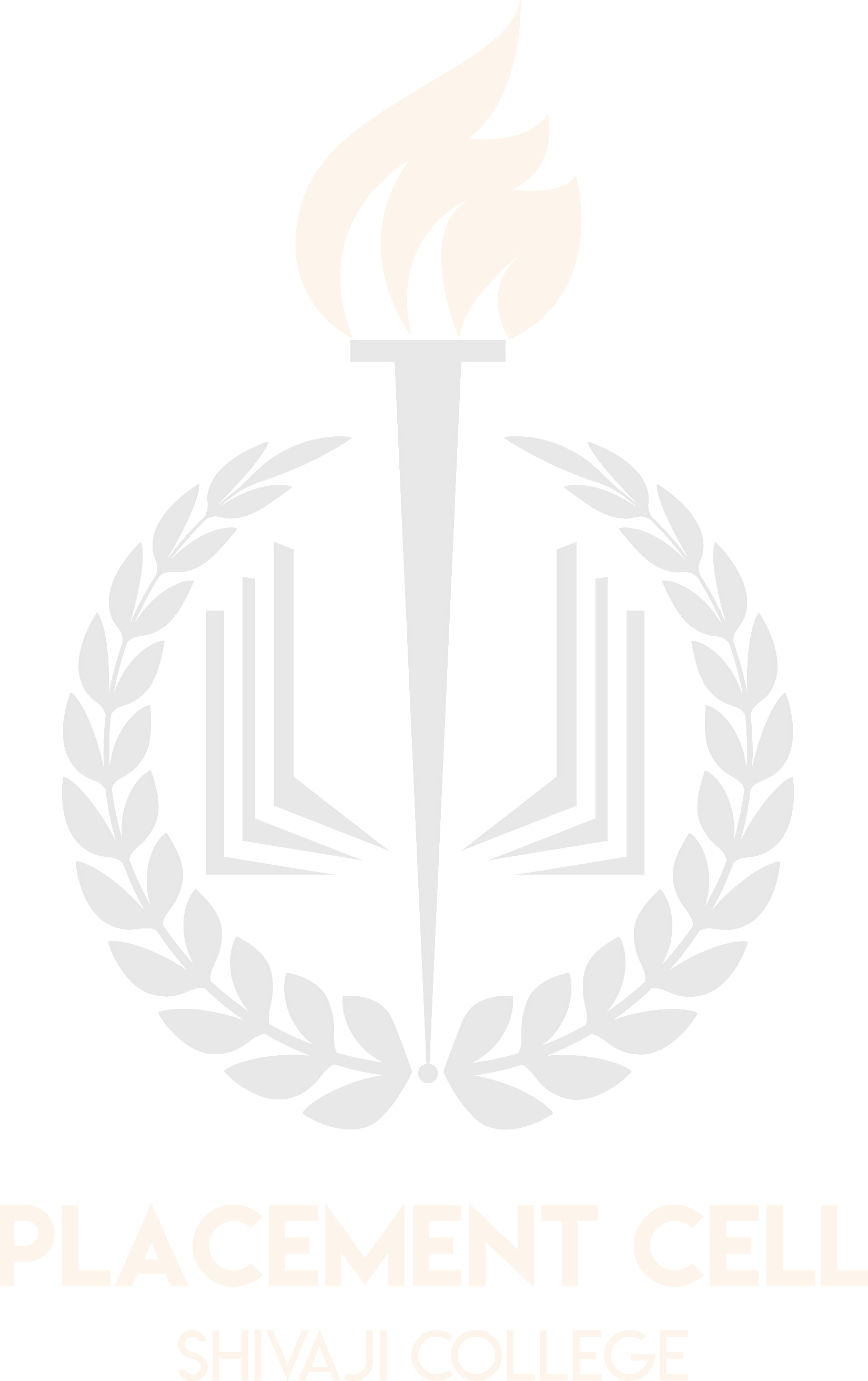


PLACEMENT CELL

S H I V A J I C O L L E G E

STUDENTS GUIDELINES

# PURPOSE OF PLACEMENT CELL



Placement Cell, Shivaji College is committed to establishing and facilitating opportunities for the growth and advancement of students of Shivaji College.

The Cell aims for a smooth and regulated placement process in a systematic manner throughout the year.

The job/internship opportunities circulated through WhatsApp Groups and the Placement Cell Portal are accessible only to the students of Shivaji College from eligible courses. Students are required to register on the Placement Cell Portal to avail these opportunities.

Students registered with the Placement Cell (on the PC portal) shall be governed by the rules, regulations, and guidelines prescribed by the Cell.

Placement Cell Coordinators are responsible for managing the Placement Process and works as a medium between students and companies during the placement process.

Students can reach out to the Placement Cell for any issues they might face and the Placement Cell will address these.

The Placement Cell takes responsibility for bringing forth internship and job opportunities for the students of the college and does so in the best manner possible.

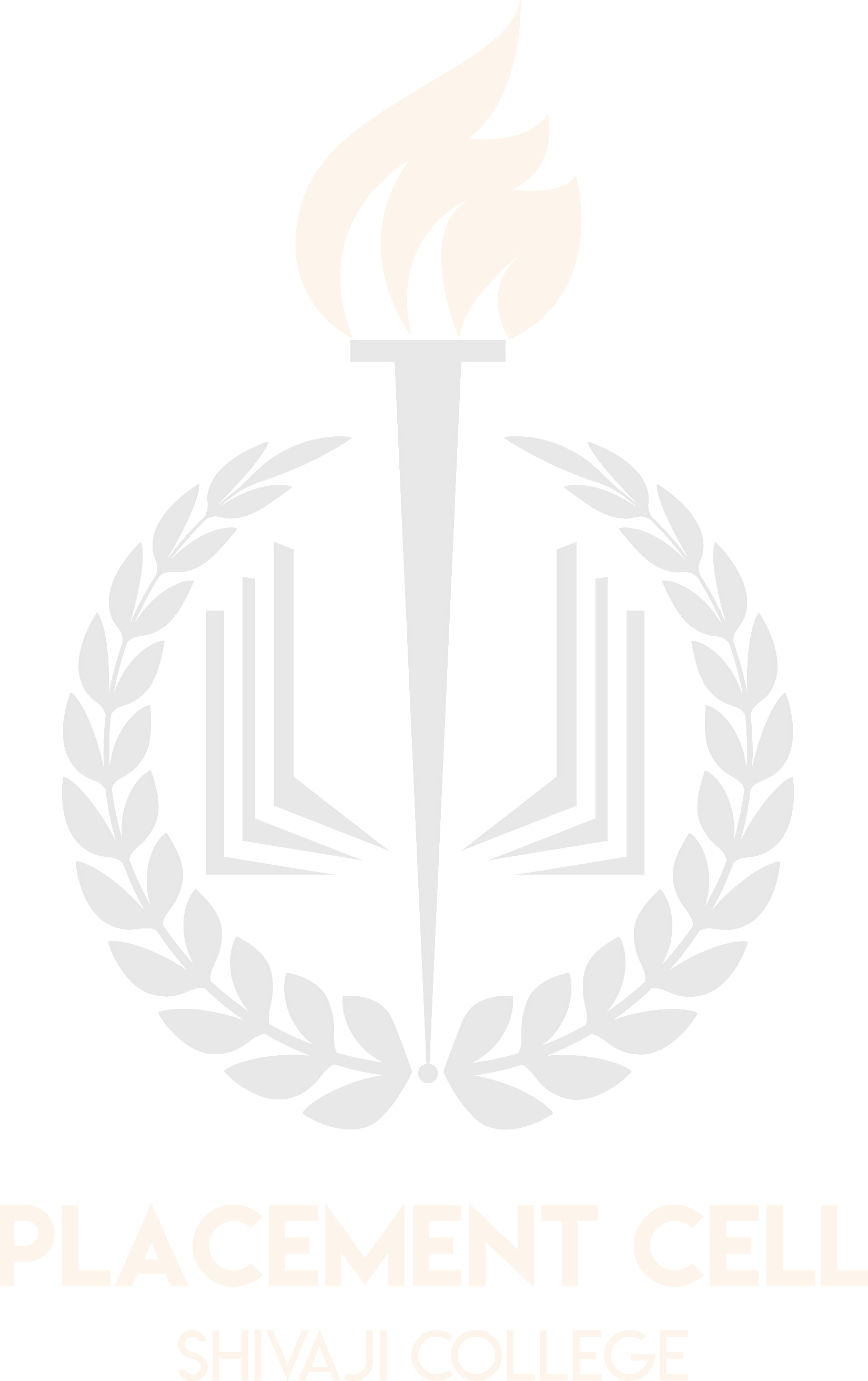
Placement Cell and its constituents cannot guarantee a job or internship for applicants. This is subjective to experience and capabilities of the students and the requirements of the companies.

Placement Cell and its constituents are not to be held responsible for any rejections from the company in any of the selection stages.

Placement Cell holds the authority to blacklist students for the duration of 3 months if they do not appear for further process of any recruitment drive after applying.

The decision of the Placement Cell will be final and binding, in case of any dispute(s) that might arise during the placement process.

# CODE OF CONDUCT

Placement Cell student coordinators hold the sole right to management of placement and internship affairs.

All opportunities will only be accessible through the placement portal. All students who wish to avail any opportunity must register on the portal.

Other students who require any internal or external information of Placement Cell will be required to contact Placement Coordinators for the same.

Students will stay in touch with Placement Coordinators to access opportunities and resolve any queries.

It is mandatory for all applicants to concede to the further process of Placement or Internship after application.

Apply for internships only after going through the company’s profile, job description and other necessary details.

Avoid applying if you do not wish to take the internship forward.

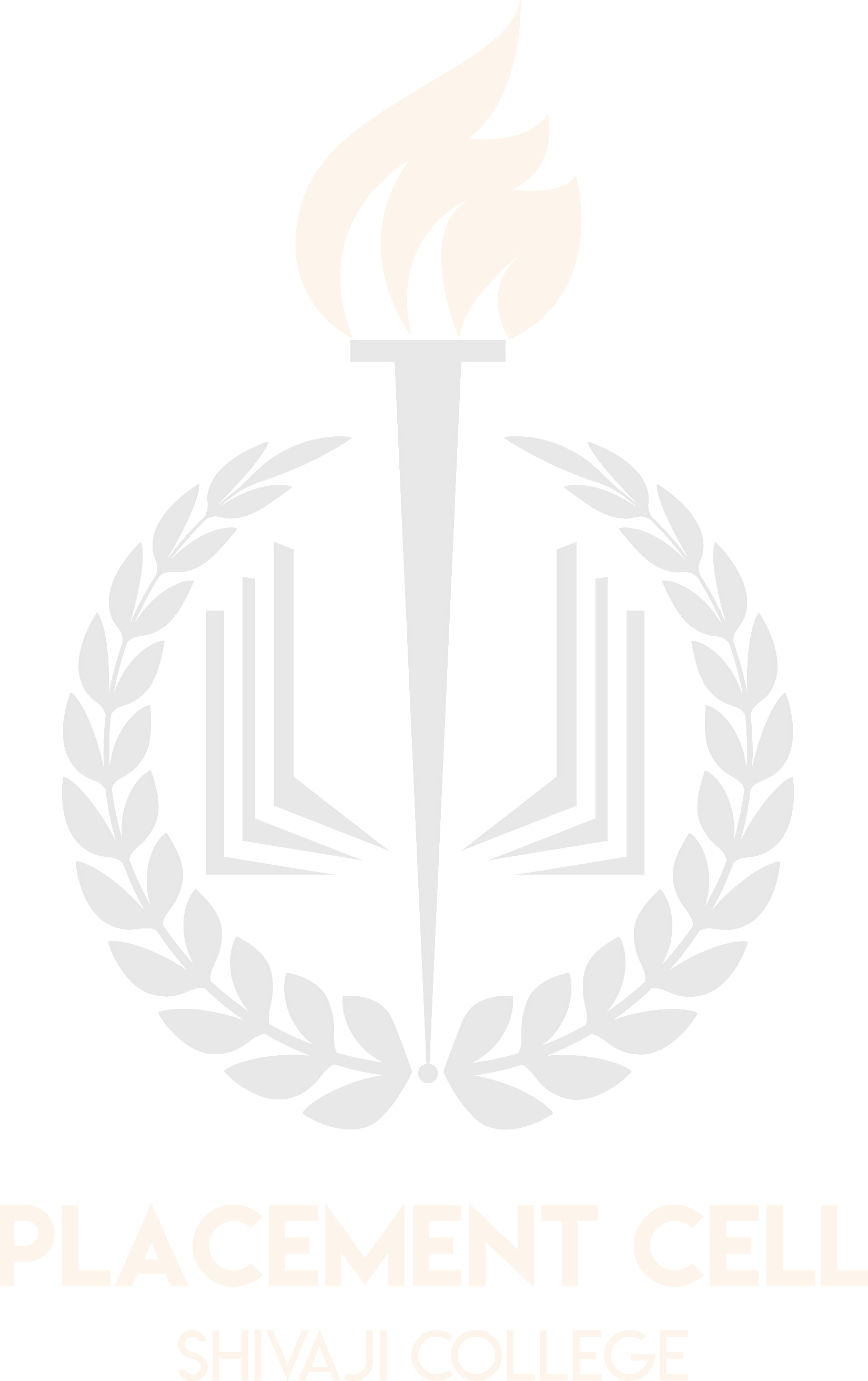
Inform the Placement Cell about any kind of professional or personal conflict that might occur between the firm and the student.

Students are required to behave in a respectable manner with company officials and Placement Cell Coordinators.

Inability to complete further tasks after application or absence from the interview process and/or any sort of misbehaviour/complaints reported by the company against the student will be taken seriously and if proven, the student will be blacklisted from future campus placements/ blacklisted.

If blacklisted, the student shall be suspended from applying to internship and job opportunities for a period 6 months.

PLACEMENT PROCESS



All applications must go through the Placement Cell portal only.

No application will be accepted after the deadline.

If the company does not respond to the student’s application, the student's candidature will be considered rejected.

In case of extension of a placement offer(s) from more than one company, the student would be allowed to select between the offers.

PENALTIES

1. Maintenance of decorum is considered of the highest priority by the placement cell.
2. A student’s account may be black listed for a certain period of time under the following conditions:

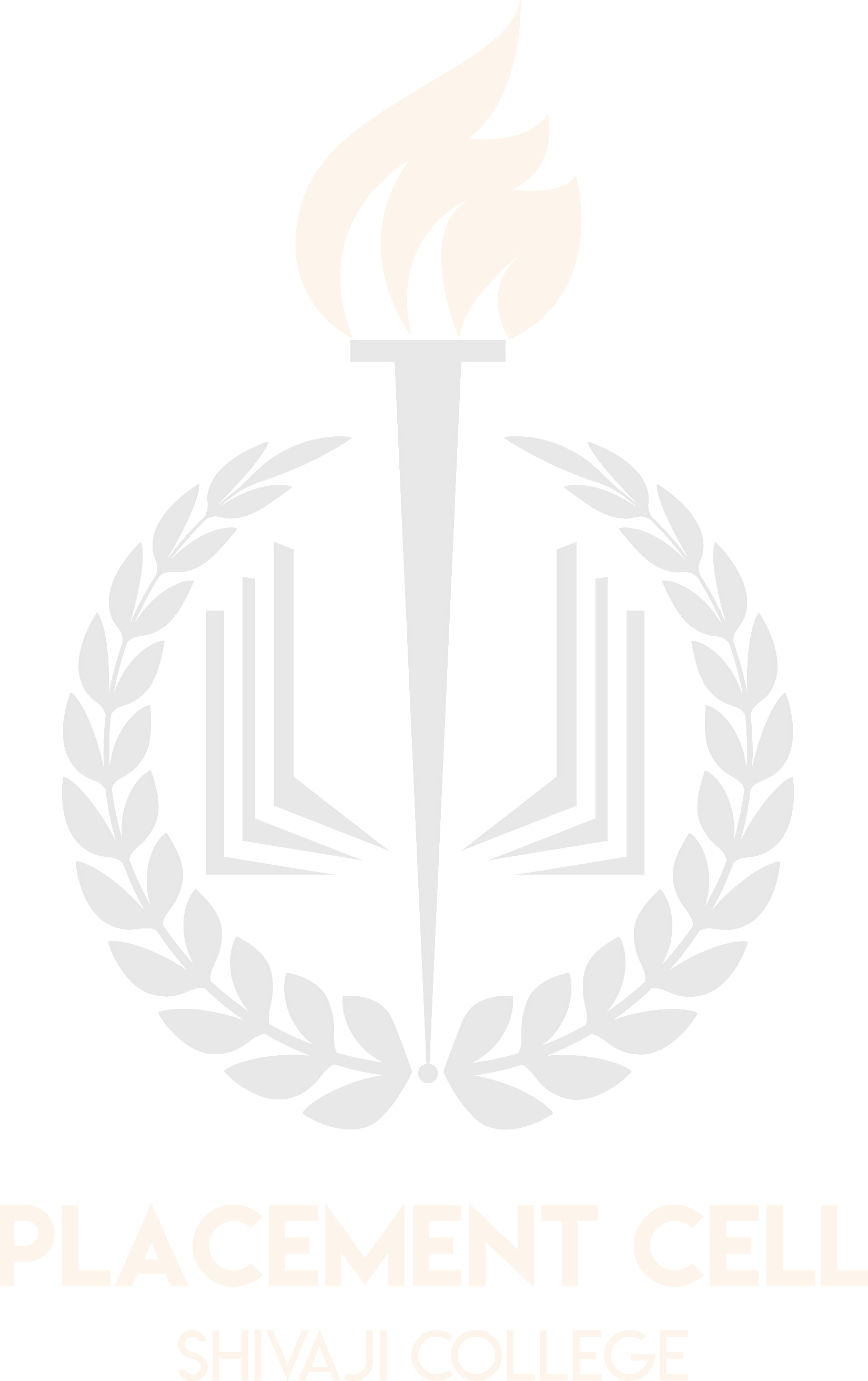
Unprofessional behavior such as not participating in the selection process of a company after appearing for interview;

Not being present during the selection process, or being unresponsive through it all, and;

Uninformed withdrawal in the middle of an internship. Any complaints of misbehaviour, reported and proven.

1. Latecomers for the interview may not be allowed.
2. Students going against the company guidelines or making defamatory and unethical statements regarding the institution will be disbarred from the placement process for the rest of the year.

COMMUNICATION GUIDELINES



Students are encouraged to check their email and WhatsApp groups (more frequently during the placement week) for any updates related to the placement cell.

The grievances of the student members regarding the various aspects of the placement process or the opportunities that were circulated through the Cell will be addressed by the Placement Cell.

Students not registered on the Placement portal will be excluded from the process. However, they can get in touch with the Placement Cell for their registration.

If the market situation requires a review of the placement policy, it will be carried out in order to maximize the benefits of the student community as a whole.