



Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College, Vashi, Navi Mumbai
[Autonomous]

Policy Document on
Placement Cell





Policy Document on Placement Cell

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**Objectives:**

- To Provide Job opportunities to the maximum student.
- To recognize the core competencies of the students and accordingly assist the student for their academic and Career Planning
- To assist student while pursuing their career goal.
- To identify the Human Resource Requirement of the companies
- To organize training/workshops/seminars for students as per Company Requirement.
- To act as a link between students, alumni and the employment community
- To assist students in obtaining placement in reputed companies
- To enhance communication skills of the student.
- To gather information about job fairs and all relevant recruitment advertisements
- To create database of final years students and companies
- To make MoU with companies for regular campus placement

Registration: -

- Before getting registered with the Department of Career Guidance, Training and Placement it is mandatory for all the 6th and 4th Semester students to attend the 1st Placement Orientation Session of T&P. Absentees will not be allowed to get registered with the Dept of T&P.
- All the 4th and 6th semester students of all branches are required to get registered with Department of Career Guidance, Training and Placement as per the schedule declared and as per the Instructions issued during the 1st Placement Orientation Session of T&P.
- Student who wishes to appear for a particular campus placement drive must register with T & P Dept. for the drive. **NO PROXY REGISTRATIONS.** The registration would imply that the student has verified by himself/herself and has consented to the company profile, job profile, terms & conditions, package, bond & eligibility criteria. After registration, if student fails to turn up for the drive, he/she will not be considered for future placements.

Eligibility Criteria for Placement Assistance: -

- Eligibility criteria will be as per the norms of the company providing placement opportunity.
- Pre-requisite for placement: -
- Campus Recruitment Training (CRT) Completion with minimum 90% attendance. Exemption to CRT will be granted to only those students who



opt for 4-8 weeks industrial training in an industry of repute with prior permission of Director Training with a written application forwarded through the TPO of respective colleges well in advance.

- Academic Attendance of 75% on the date of campus placement drive is mandatory for every student in final year to appear in the campus placement drive of any company.
- Students must update their record in T&P dept after declaration of result (backlogs only). Regular semester results will be updated by T&P. This is very important because it is possible that the companies may reject the candidature of a student in case of incomplete data.
- It is compulsory for all students to have PASSPORT & PAN CARD within 90 days of registration with T&P.

Directive Principles, Rules and Regulations: -

- Placement Cell will strive hard to provide placement opportunity to all its eligible, not- eligible and interested students of Final Year.
- In order to achieve its placement objectives, the Training Cell shall organize various training programmes, Guest lectures, seminars, workshops, internship and other allied activities in addition to other similar academic/ non-academic activities for ensuring employability of its students.
- The Placement cell shall also strive hard to invite various reputed Companies/ Organizations for recruitment/ placement of its students in the field of their specializations.
- It will be the endeavour of each student to co-operate with the Placement cell and to appear for opportunities offered for their Placement.
- Any student having a job –offer in hand will not be allowed to appear for any further placement opportunities unless and until all the eligible and interested students get one job-offer each in their hand.
- Once a student is enrolled with T & P Cell & if he/she fails to appear in any of the campus (in house/pooled/any other) drive of any company without submitting a written application with justified reason and document's will not be eligible to appear for the next 3 consecutive campus placement drive. Habitual absenteeism will not be entertained.
- It will be mandatory for all the students registered with T&P to appear for all the campus placement drive termed as **"Mandatory"** by the Dept. Of Training and Placement irrespective of the type of company. The **"Mandatory"** status to any particular company will be provided by the Coordinator of Placement KBP College. Any student skipping any **"Mandatory"** status campus recruitment drive without a justified reason



and advance information will be detained from any further campus placement drive.

- Once all eligible students secure one job-offer each, the students would be allowed to appear for all the further Companies visiting for placement (inclusive of all types of campuses).
- If a selected student in any company thorough the campus placement drive fails to join the company without any justified reason, he/she will not get clearance from the T&P Dept.
- A notice of Placement Process once fixed will be communicated through E-mail or SMS to all the eligible students for that particular campus placement drive.
 - It is important that all students must regularly check their E-Mail & SMS for getting information on Placement related activities.
 - It will be student's own responsibility to get updated on placement related processes and activities. (In case of any query student can visit to T & P office)
 - Every student who enrolls with T & P Office and who has opted for **"Campus Placement"** in the registration form will be eligible (as per companies' eligibility criteria) for all the Companies offering Placement.
- No preference related to Place of work will be entertained.
- Students those who do not enrol with the T & P Office, shall not be allowed to take part in the placement process under any circumstances later.
- The students must think well before enrolling with T&P and then act accordingly i.e. enrolling with T & P is an act of expressing your desire and confirmation to join the organization on its terms and conditions, if selected. In order to maintain the institute's commitment to the organization, students will have to join the company from which they have received the offer letter. They will not be allowed to reject an offer at a later stage as per the policy already specified and decided by the authority. It should be noted, that students represent their personal commitment and the institute's commitment by such positive action.
- Adherence to time must be taken into strictly consideration.



- Dress code is **STRICTLY FORMALS**. Those who don't follow the dress code will not be considered for placements.
- Individual details and Academics details must be updated on regular intervals by students to Training & Placement coordinators.
- Students are not authorized to communicate with the companies in any individual capacity when company visits our college for placement. **Any corporate interaction by any student at any stage before and after selection must be carried out in consultation with Coordinator of Placement KBP College**
- If a student appears in written test and does not appear himself/ herself in front of the interview panel without seeking prior permission from Coordinator of Placement KBP College, he or she will not be permitted for any future drives and will be detained for future placements.
- If a student gets selected in any particular company and gets a joining date after one year of their passing year then in that case college authorities are not responsible for their joining preponement. Also, in any case if any company withdraws its offer letter/letter of intent at any stage before joining of any selected students the T&P department and college or any authority will not be responsible for it.
- Students should refrain from using recommendations for getting placed in a company/corporate. Strict action will be taken against such students.
- While attending campus interview, every student must carry the following:
 - College Identity Card
 - 5 Nos. passport size colour photographs
 - c) 2 copies of the updated and signed resume
 - d) Original Mark-sheets from SSC Onwards in Folder
 - e) 2 set of photocopies of all relevant mark-sheets, certificates (self-attested)
 - f) Identity Proof - Xerox of PAN Card or Passport or Driving License (self-attested)
 - g) Pens (Black & Blue)/Pencils/Stapler/Gum etc.



- Students are expected to get enough information about the company, job profile and other details about the visiting company before appearing for any recruitment drive. It is compulsory for students to visit the website of the visiting company before the campus placement drive.
- Students who are not eligible or are already selected by a company will attend their regular classes. Attendance Record of each drive is shared by T&P Dept. to all respective departments on regular basis.
- Students should inform immediately about any change of Marks/Mobile No./Email ID to T&P Dept. **After selection, student will not change his Mobile No. & Email ID till he/she joins the company.**
- The institute [Through the Coordinator of Placement KBP College] reserves its right to allow/ disallow any student from taking part in the placement process without assigning any reason thereto.
- Decision of the Institute would be final and binding on all. Request/grievances/issues will be referred to the Principal/ Coordinator of Placement KBP College forwarded through the TPO office.
- Any suggestions/ modifications/ deletion/ grievances in respect of the above policies shall be considered, if found fit, on a case-to-case basis by the Placement Coordinator *with the Principal* forwarded through the TPO office in writing by the individual concerned student.
- The Placement Coordinator with the Principal reserves the right to take decisions on the cases which fall beyond the purview of above-mentioned Policy, Rules and Regulation statements.

Rules:- In case of Multiple companies on same day

- In a scenario where a student is sitting for multiple companies which visits the campus on the same day, the student can appear for any number of companies. But, he/she will have to accept the offer from the company which comes out first with its list and gives a final offer to him/her first.
- The student will then be barred from appearing for any other company's placement processes and will be pulled out from their



processes immediately, even if he/she is waiting to go in for an interview or GD.

- The other companies will also be informed that the student is placed and he/she should not be considered further.

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