



SHRI SHIKSHAYATAN COLLEGE

PLACEMENT CELL RULES AND GUIDELINES

Introduction

Shri Shikshayatan College Placement Cell aims to bridge a gap between Industry and Academia through arrays of activities like facilitating Placements and Internships, Live Projects, Guest Lectures by Industry Veterans, Alumni Mentorship, Work Shops, Industry Visits and Industry MOU's.

Objective

- Shri Shikshayatan College Placement Cell emphasizes on an overall holistic development for all students along their academic journey to become Industry Relevant Leaders.
- The Placement cell provides all the necessary guidance and preparations to build competencies and enhance the employability quotient for all the students.

RULES AND REGULATIONS: FINAL PLACEMENTS

Shri Shikshayatan College Placement Cell Rules and Guidelines are made to ensure a smooth and fair campus placement process. Students are required to read and understand the rules before registration.

Eligibility for Placement

Final year Students from the programs of UG & PG will be provided with placement support who will qualify all of the following parameters at the time of placement registration.

Academic Criteria:

- Students must score a SGPA of 5 and above throughout all semesters.
- Attendance of 75% must be maintained in Academics.
- The students must pay their semester fee in time.
- Students having more than 2 backlogs will not be eligible for Campus Placement Process.
- The student must complete at least one internship/ project as per Calcutta University curriculum guidelines.

Placement Cell Criteria:

- Student must maintain an attendance of 75 % in Aptitude Training, Soft Skills training and Placement Department activities at the time of placement registrations.
- The students who have plans for higher studies or intend to apply for Letter of Recommendation for higher studies will not be considered for the Campus Placement Process.
- The students with disciplinary action on record will not be considered for the Campus Placement Process.

Registration:

- Interested students, satisfying the eligibility parameters mentioned above have to register for the campus placement process, within the time period specified in the Notice issued by the College.
- Students who want to opt for the Placement Assistance from the Shri Shikshayatan college placement cell must read the Placement Rules and guidelines, sign and submit the signed copy to Placement cell during the Placement Registration Process.
- Any student found to have furnished misrepresentation / inadequate data for the purpose of placement, either in the physical or digital mode, will be immediately disqualified from the placement process.
- The students who have plans for higher studies or intend to apply for Letter of Recommendation for higher studies should not opt for Campus Placement Process.
- The email address used during registration should be a proper formal email address. The phone number furnished during registration should belong to the registering candidate. In case of any change in personal information it must be notified to Placement Cell at the earliest.
- Students who have registered for the Final Placement are instructed to check their respective email ID furnished during placement registration and WhatsApp group created by Shri Shikshayatan College on regular basis to keep themselves informed of all the relevant information regarding campus placement process.

Preparation:

- The students must prepare for each Campus Placement Process and start undertaking different exercises and practices to fine tune the skills required for Aptitude Test, Written Examination, Group Discussion (GD), Personal Interview (PI) and Subject Matter Proficiency for Technical Interview round.

Dress Code:

All students must maintain proper dress code while appearing for all activities conducted by the Shri Shikshayatan College Placement cell.

- Western formals (white shirt and dark coloured business suits with formal black shoes), neat hairstyle and appearance.

Selection and Joining Process

- Shri Shikshayatan College follows the policy of One-Student-One-Job policies for all the job offers assisted by the Shri Shikshayatan College Placement cell irrespective of the company status (PSU/Private/Government/Education Sector etc.) and / or CTC offered. The policy is applicable separately for Campus Placement Process.
- A student eligible or nominated for the campus selection process conducted by the Shri Shikshayatan College will have to mandatorily participate in all the processes will including Pre-Placement Talks, Written Test (physical or online), Group Discussion, Personal Interviews and any other selection rounds as may be specified by respective recruiters.
- Students cannot drop out from selection process once they have been shortlisted for further rounds after Aptitude Test/ Assessment Round/ First Round of Interview disciplinary action will be taken against defaulter students.
- It is the responsibility of the students to remain ready for all the stages of the recruitment processes with relevant resources and facilities as mentioned below.
 1. *Laptop or Desktop with Webcam*
 2. *Sufficient Data volume for seamless Internet access*
 3. *Location with decent network*
 4. *Updated resume both Hard & Softcopies*
 5. *Photographs*
 6. *All Testimonials Original and Photocopies*
 7. *Govt. ID Proofs (PAN & Aadhaar Must)*
 8. *College ID Cards*
 9. *Formal Attire for all stages where visibility will be required.*
- Students must carry their own the necessary stationeries (Resume as per prescribed format) and accessories that would be required for appearing in the selection process of the recruiters.
- Some Recruitment processes may get extended to late evening in that case participating students of that recruitment drive should arrange for their own transportation.
- The student once scheduled for any placement process cannot discontinue from the process at any stage. Such discontinuation will result in the student being disqualified from the placement facility provided by Shri Shikshayatan college.
- The students are not permitted to communicate directly with the HR or any other representative of the recruiting organization for any matters related to the placement or otherwise. All queries must be addressed through Shri Shikshayatan college placement Cell. The students found in violation of this clause will be subjected to disciplinary action and may be debarred from the placement process.
- Students who are continuously absent for three consecutive recruitment processes without any genuine reason, will be considered debarred from the Campus Placement Process.

- A student, who has received an offer from a recruiter, through a campus placement process and declines it, will be debarred from any further placement opportunity.
- The joining date and time should be strictly followed as per the terms and conditions of the offer letter. No separate requests for change in joining period will be entertained by Shri Shikshayatan College placement cell.
- The student will have to give her preference before the start of a hiring process if she wants to appear for more than one company on a given slot. The choice of the student will be final if the student is selected by multiple companies. If no choice is exercised by the student the placement cell will assign the choice.
- If a corporate fails to offer an appointment letter to a student despite selecting them, the liability of the same shall be with the concerned corporate. Shri Shikshayatan College will not be held responsible.

Attendance Mandatory

- It is mandatory to attend all the Campus Placement Processes in which the student has registered. Absence will not be permitted without genuine reasons and supporting documents.

Disciplinary Actions.

- Any student found guilty of any misconduct during campus drive process or with Placement Cell team members, Corporates whether in campus or pool campus, outside Shri Shikshayatan College will be disqualified from the Final Placement drive. In such a scenario, the college authorities hold the sole discretion to take any kind of disciplinary action against the student.
- Any use of defamatory statement during or after the placement season on about the college placement cell on social media or elsewhere, will be dealt seriously and can lead to serious implications.
- Any student found circulating placement opportunities application links, group links, interview dates to outside college students or found circulating unofficial or unknown sources links or activities related to placement cell without the information of the Placement cell, will be dealt seriously and can lead to serious implications.

Any other activities beside the above found in non-compliance will be dealt by Shri Shikshayatan college management team on a case-to-case basis.

DISCLAIMER: This is to notify that Placement cell would only provide full support to generate opportunities for the students and does not guarantee any employment.

RULES AND REGULATIONS: INTERNSHIP PROCESS

- The Summer Internship Program is an integral part of the 4 -year graduation course.
- Students of semester 2 & 4 under the CCF scheme from all programs will be provided with Summer Internship.
- All eligible and interested students, willing to take internship assistance need to register by duly signing an undertaking for willingness or otherwise. Students must complete the registration process within the time specified in the Notice issued by the College.
- Shri Shikshayatan College follows the policy of One-Student-One-Internship policies for all the Internship offers assisted by the Shri Shikshayatan College Placement cell irrespective of the company status (PSU/Private/Government/Education Sector etc.) and / or the stipend offered. The policy is applicable for internship hiring.
- The student must complete at least one Internship / project as per college curriculum guidelines, then only the students will be eligible Campus Placement Process.
- Once the students get selected for Internship arranged by the college placement cell, the student must continue with the same Internship opportunity and submit the completion certificate to the College Placement cell. If the students fails to complete the Internship, the student will be considered disqualified for Campus Placement Process.
- Students who have registered for the Internship process are instructed to check their respective email ID furnished during placement registration and the respective WhatsApp group created by Shri Shikshayatan College on regular basis to keep themselves informed of all the relevant information regarding internship process.
- Students who will be arranging their own Internship must notify the College placement cell before they start the Internship process and submit their internship completion certificate, post their completion.
- All students must maintain proper dress code while appearing for the Internship processes (Internship Interview or during the Internship) conducted by the Shri Shikshayatan College in western formals (white shirt and dark colored business suits with formal black shoes, neat hairstyle and appearance).
- Any student found circulating Internship opportunities application links, group links, Internship Interview dates to outside college students or found circulating unofficial or unknown sources links for Internships or other activities related to placement cell without the information of the Placement cell, will be dealt seriously and can lead to serious implications.
- It is mandatory to attend all the Summer Internship Processes. Absenteeism will not be entertained without genuine reasons and documents.
- Students must conduct themselves professional during their Summer Internship process to ensure smooth transaction.



RULES AND REGULATIONS: TRAINING AND GROOMING SESSION /INDUSTRY CONNECT SESSION / INDUSTRY VISIT

The regular training and grooming session conducted by Shri Shikshayatan college placement cell attempts to enhance each student's professional and personal capabilities, it not only boosts the confidence of the students but also inculcates the essence of professionalism. The rigorous training and grooming sessions provide an edge for achieving success in the corporate world through imbibing desirable professional etiquettes, interpersonal skills and overall corporate awareness so that one's acceptability in the corporate world is enhanced.

- It is mandatory for students to attend all the Activities organized by the placement cell (Training and Grooming Session /Industry Connect Session /Industry Visits). Absence will not be permitted without any genuine reasons and supporting documents.
- Students must ensure professional behavior and wear professional attire while participating in the activities conducted by the College Placement cell.

