



**SNDT Arts and Commerce College for Women  
Karve Road, Pune 411038**

## *Policy for Placement*

*Keeping our students gainfully employed*



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## **Placement Policy for Student**

**For progression of the students after their graduation the College provides assistance for placement.**

### **Eligibility and Registration:**

- Final year students seeking employment should register for campus placements by filling on-line Placement Registration Form
- Registration for Placement will be valid for ONE ACADEMIC YEAR ONLY.
- Students shall register in July and August only.
- Campus recruitment is meant for final year students and Alumnae whenever an opportunity comes through.

### **Placement Rules & Regulations:**

Every recruiter firm has their own recruitment process & procedures. Normally the sequence of campus recruitment program followed by most of the companies is as follows:

- Pre Placement Talk
- Written Test – Aptitude/Technical and HR
- Group Discussion
- Interview – Technical and HR

**However HR Officials of recruiters companies are not bound to follow the above stated interview process for all students.**

- Students must clarify queries/doubts if any related to package, job profile, place of work; service bond details etc with the HR officials of the Company during Pre-Placement Talks (PPT) only. Thereafter T & P cell is not responsible for any conflicts occur between companies and students in this regards.
- The role of the Training and Placement Cell is of a facilitator and councillor for placement related activities. Training and Placement Cell does not guarantee a job. T & P cell is only responsible for inviting the companies for campus placement drives and recruitment will be subject to talents and skills of students with their ability to qualify interview process.

- Salary Package for the selected candidate will be fixed by the Company. T & P Cell don't promise any amount of package.

### **DISCIPLINE:**

- Students should maintain discipline and show ethical & decent behavior in every action they make during the placement process.
- Students found cheating or misbehaving in the selection process (PPT/Test/GD/Interview) will be disqualified from the placements for the rest of the academic year.
- Direct Interaction with the Company is strictly not allowed. If any student/s found writing e – mail or calling directly to HR, he/she would be debarred from further placement activities.

### **Placement Process**

- An active team comprising of Faculty and Student Placement Coordinators is formed during the beginning of the year for related activities.
- Students are advised to read the announcements/notices made through notices put up on Notice boards or through soft form.
- They should go through the Job Description & refer to respective Company website
- Students shall prepare their resume, highlight their achievements, Industrial Training & Projects, Add-on/Certificate Courses, and earlier work experience and anything beyond the curriculum which enhances the employability of the students.
- Students are advised to be dressed in Formals for every Recruitment Drive and should must carry a Folder comprising of :
  - Multiple copies of Resume
  - Passport size coloured Photographs
  - Photocopy of all the Certificates (10th , 12th , Graduation Mark sheets and certificates etc)
  - College ID card
  - Govt. ID & Address Proof (viz; Driving License, Passport, Pan card, Aadhar Card, Voter ID etc)

**Offer Letter:**

Offers received from companies must be collected from T & P Department/ Company as per timings in notice. The responsibility of going through the offer letter and taking further actions such as signing and accepting and sending it back to the Company lies entirely on the student. In case offers are received directly to the student from the company, the same must be intimated to the Placement office.

**Joining Status:**

In case, a student decides to join or not to join where she got selected, she should inform the company in writing with reasons at earliest and also required to submit a copy of that letter/mail to the Placement Office.

**\* For all matters not covered by the above stated policy, The Head-Training & Placements Officer of the Institute will use its own discretion to take appropriate decisions from time to time and case to case.**

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