



## **S.N.D.T. College of Arts & S.C.B. College of Commerce & Science for Women Mumbai-400020.**

### **Training & Placement Cell Policy**

#### **Introduction :**

Training and Placement Cell is an integral part of the institute. The institute has provided the complete infrastructure for the effective functioning of the cell. Training activities are organized throughout the year in an effort towards preparing the students for the campus selection programs. The cell keeps on inviting various industries and reputed firms for campus recruitment. The cell is sensitized to function all through the year towards generating placement and training opportunities for the students. Reputed industrial houses across the state visit our institute regularly for the campus recruitment programs. The cell maintains a very cordial relationship with all the recruiting industries and also prepares the recruited candidates to face the competitive world.

#### **The role of the Training and Placement Cell**

The role of the Training and Placement Cell is of a facilitator and counselor for placement related activities. Training and Placement Cell provides 100% placement assistance to all the registered students as per the norms provided here.

**Vision:** To achieve 100% placement for our students in Top MNCs.

**The mission of Training & Placement Cell** is to raise the knowledge and skills of students to match with the present-day needs of the industry and provide the best of opportunities available.

**The goal of the Training & Placement** is to provide career guidance and training program, enable the students to gain a competitive edge in the recruitment process, groom their confidence and developing their personality.

**The major functions of the Training and Placement Cell** involve:

- Organizing training sessions in making the student community employable and to meet corporate expectations.
- Organizing and coordinating Campus Placement Programs.
- Establishing a cordial relationship with the Industries, inviting them for Campus recruitment drives, organizing technical seminars, workshops, and other technical sessions.

- Promoting career counseling through guidance lecture programs by suitable corporate representatives.
- Maintaining updated database, job profiles, recruitment patterns of the companies which help to analyze and prepare the mindset of the students.
- To prepare students to face campus interviews by arranging training in Aptitude tests, Group Discussions, Preparing for Technical and HR interviews through professional trainers
- Providing requisite training to students in the areas of Personality Development and Communication Skills.
- Interacting with recruiters for campus placement.
- Industry Institute Interaction activities to develop knowledge and skills of students

### **Placement Process**

Placement at our college is student-driven. The placement committee will make a plan at the beginning of the year and design a placement brochure and disburse it to companies. It is also important for students to be in touch with the Placement Office, for consultation and any specific individual issues.

### **Rules for Placement**

- Students are given choice to choose the company for placement based on their specialization subject to all conditions mentioned above.
- Once student is placed in a company of his/her choice, he/she cannot attend any other interview directed from college whether off campus or on campus. But it is their liberty to search for another better job by his own effort.
- Students should be ready to attend any screening programme conducted by placement cell on the request of companies. Shortlisted students list only will be forwarded to companies.
- A student who applies and gets selected or shortlisted is bound to go through the entire selection process unless rejected mid way by the companies.
- Placement season is an ongoing process which starts from November and may go up to September of the next year till the students are placed in various organizations.
- Placement committee cannot/will not personally recommend to HR of any company for a job offer or placement. It fully lies on the capability of students to crack the selection process.
- Once the students are placed in a company, they have to submit the photocopy of the offer letter with the placement officer for future reference.
- Students must keep their Identity Card with them at the time of PPT/Test/Group Discussion/ Interviews, and produce the same when demanded by visiting team or TPC staff or their representatives.



- Students should maintain discipline and decorum in every activity during the placement process.
- Students are expected to maintain decorum in all interactions with company officials such as PPT, written exam and so on. Students should reach for PPT/Test/Group Discussion/Interviews on time. Also Students will not be allowed to leave the Hall before the PPT is completely finished.
- Students are not allowed to use mobile phones in the vicinity of a company official and also are forbidden to carry the question paper out of the examination hall after the written exam.
- Student misbehaving in any manner with staff of Training and Placement Cell and student representatives will be debarred from Placement Session.
- If market situation and job scenario necessitate a revision in the Placement Policy, it will be done in a manner so as to maximize the benefit to the student community as a whole

### **Discipline:**

a) Students should maintain discipline and show ethical behaviour in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the institute's name will be disallowed from the placements for the rest of the academic year.

b) Students found cheating or misbehaving in the selection process (Test / GD / Interview) will be disallowed from the placements for the rest of the academic year.

c) Students may be debarred /blacklisted from the placement if he/she is found involved in any in disciplinary activity or engaged in malpractices practices.

d) Students giving wrong data/information in Training and Placement Coordinators, He/She will be debarred/blacklisted from the placement activities for the rest of the academic year.

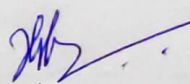
e) Students cannot drop out from selection process once he/she has been shortlisted for further rounds after Aptitude Test. A disciplinary action will be taken against defaulter student/s.

7) For all matters not covered by the above regulations, the Placement Office will use its discretion to take appropriate decisions. The decision taken by this office shall be binding on all students/scholars.

### **Training & Placements Team:**

1. Dr. Kishor Kadam (Placement Officer)
2. Mr. Rahul Shinde (Member)
3. Ms. Rekha Yadav (Member)
4. Mr. Sanjay Ranveer (Member)



  
**Principal**  
 S.N.D.T. College of Arts & SCB College of  
 Commerce & Science for Women  
 New Marine Lines, Mumbai - 400 020.