

# Mehr Chand Mahajan DAV College for Women, Chandigarh

## College Placement Policy



## College Placement Cell (2018-2019)

Mehr Chand Mahajan DAV College for Women, Chandigarh  
Sector 36-A, Chandigarh

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# Placement Policy

Mehr Chand Mahajan DAV College for Women has been the torch bearer for many initiatives; the Placement Cell of the College and its activities bear testimony to this. Giving wings to the dreams of the students, the College Placement Cell strives to offer professional avenues to the students to utilize their education and vocational training received in the campus, thereby growing professionally and getting placements in various corporate houses as per their caliber and professional inclinations.

Placement Cell of the college organizes various training, placement and internship activities for its students, in which reputed companies take part. The Placement Cell invites top companies from the field of Aviation, Information & Technology, Auditing, BPO, Media and Pharmaceuticals that shortlist students for various positions at attractive salary packages. This includes companies like **EY, GO Air, Wipro, Infosys, Tech Mahindra, Concentrix, Convergys, ICICI Bank HT Media**, to name a few.

Apart from this, the Placement Cell organizes various workshops and expert lectures for enhancing the employability quotient of its students. In the past, e-skill programme offering 100-hour training for 250 students, workshops on resume writing and lecture on entrepreneurship have also been organized.

The college invites proposals for campus placement drives for job opportunities/summer internship programs and MoU (Memorandum of Understanding) for mutually beneficial collaboration from companies of this region. The same can be mailed to *mcm36placements@gmail.com*. The Placement Drives are organized during July-November for the first half of the session and in January-April for the latter half of the session.

## Objectives

The role of Training and Placement Cell is to facilitate the placement activities of the companies. Also, its endeavour is to bridge the gap between the prospective employers and prospective employees by providing a common platform for them to interact and benefit mutually.

# **General Guidelines**

## **Code of Conduct**

1. The Placement facility is available to all students registered with the cell to ensure that every student stands an equal chance to be placed by the Cell.
2. Any form of recommendation used by the students for getting placed in a company is strictly prohibited.
3. In case if any company withdraws its offer letter/letter of intent at any stage before joining of any selected students, the Placement cell of the College or any authority will not be responsible for it.

## **Registration**

The process of Registration is completed as per the following procedure:

1. An online link is created for Registration for every company.
2. A time slot is then fixed for physical registration. A nominal fee, if applicable, is charged at this point.
3. The students are guided through the whole process of placement including various rounds of interview or written tests by a member of the Placement Cell along with the official of the concerned company.
4. Depending upon the Company, the Placement Cell organizes campus/off Campus Placement Drives.

## **Eligibility Criteria**

As per the specifications of the Company in question, every bona fide student of the College (including Graduate or Post Graduate students) in the Final year of their classes from the respective streams is eligible, with the following exceptions:

1. Any student against whom show cause notice or warning letter has been issued will not be allowed to appear in Campus Recruitment Drive. (The students are required to submit a certificate showing their academic performance as well as satisfactory conduct in the institute/hostel signed by all the concerned departments and wardens and also the concerned person in the Placement Cell).

2. Any negative comment with regard to point no. 1 made by any faculty or warden against any student will make her ineligible for the entire campus placement process. Besides, any student against whom more than one warning letter is issued will not be allowed to appear in campus interview.

## **Student Career Club Guidelines**

The student volunteers and the Placement Coordinators in charge of various drives need to adhere to the following guidelines as they participate in various Placement Drives.

1. Adherence to time will be taken into strict consideration.
2. Dress code is strictly formals. Those who do not follow the dress code will not be considered for placements.
3. Students are not authorized to communicate with the companies in their individual capacities when company visits our college for placement.
4. If a student appears in written test and does not go for the interview without seeking prior permission from the concerned coordinators of the Placement cell, she will not be considered for any future Placement Drives.
5. If a student gets selected in any particular company and her joining is delayed, the college authorities are not responsible.
6. In case any company withdraws its offer letter/letter of intent at any stage before joining of any selected students, the Placement cell of the College or any authority will not be responsible for it.
7. While attending campus interview, every student must carry the following:
  - a) College Identity card
  - b) 2 passport size color photographs
  - c) 2 copies of the updated and signed resume
  - d) 2 sets of photocopies of all relevant marks-sheet and certificates (self attested)
  - e) Identity proofs – Photocopy of PAN card or passport or Driving License (self attested)
  - f) Required Stationery (pens, pencil etc.)

8. Students are expected to get detailed information about the company and job profile about the visiting company before appearing for any recruitment drive. It is compulsory for students to check the credentials of the company.
9. 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 Convener of the Placement Cell in consultation with the Principal. This should be forwarded through the placement officer in writing by the concerned student.
10. The Student Placement Cell shall comprise of students Placement coordinators to ensure and assist in placement activities of the Institute.
11. The Convener of the Placement Cell, in consultation with the Principal, reserves the right to take decisions on the cases which fall beyond the purview of the above mentioned Policy and rules.

The Student Placement coordinators will be appointed annually by the Convener of the Placement Cell. Student Members of the Placement Cell will be designated as Student Placement Coordinators. The Coordinators may be issued Certificate of participation/appreciation from the Principal of the College on recommendation of the Convener, placement cell.

### **Disclaimer**

'College Placement Policy' is not a legal document. It has been designed to inform the students about the policies and activities of the College Placement Cell. The College – Mehr Chand Mahajan DAV College for Women - reserves the right to change, suspend, or discontinue the stated policy and procedures therein. Every effort has been made to avoid errors or omissions in this policy. If any error or omission may have crept in inadvertently, it will be corrected if brought to notice.