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**BHARATA MATA
COLLEGE
THRIKKAKARA**

Affiliated to MG University, Re-accredited by NAAC with 'A+' Grade, ISO 9001-2015 Certified



PLACEMENT CELL POLICY

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PREAMBLE

It is our endeavour to give appropriate job opportunities for the students who opt for placement, after his/her graduation/post graduation. Good placement is an outcome of the efforts of the Placement Cell along with the commitment and caliber of the students.

Students who desire to take campus placement shall be facilitated with opportunities to prove their suitability for the job roles offered by our recruiters. The Placement Cell shall extend all possible support to the students in this aspect. However, the students must adhere to all rules and regulations and deadlines to maximize their chances of getting placed. Initiating disciplinary action for any kind of violation of the norms of the Placement Cell becomes mandatory to preserve the interest of the rest of the students and in the long term interest of the institute's relations with the recruiter.

Placement support shall be provided to eligible and deserving students all around the year. The placement team provides training to all the students registered with the cell and endeavours to assist, all genuinely interested and eligible graduate students towards beginning their careers with organizations of repute.

OBJECTIVES

- To assist students to understand and identify their career opportunities after graduation through orientation sessions.
- Identify and enroll interested students for campus placement and provide them with necessary training.
- Provide training sessions which includes communication skills, interpersonal relationships, leadership qualities, group discussions, resume writing and interview techniques along with mock interviews and focus on overall transformation.
- Identify suitable potential employers and assist students in obtaining placement in reputed companies.
- To organize on-campus/off-campus interviews for final year students in reputed organizations and internships (training) for students with industries and reputed institutes
- Maintain the database of students which plays a crucial role in suitably placing the students including alumni whenever required.
- Establish and maintain relationships with the stake holders/recruiters
- Provide individual counseling in terms of career planning/choosing the job opportunities

SCOPE

- Organize training programs to enrich the skills of the students
- Enable students to prepare their own resume
- Facilitate internships opportunities for students based on the availability
- Identify probable recruiters and maintain relationship with all our recruiters
- Initiate campus placement, schedule and monitor them
- Facilitate off-campus / Pool campus placement drives
- Build alumni network

CAMPUS RECRUITMENT PROCESS (CRP)

1. INTRODUCTION

The Placement Officer and team shall liaise with recruiters and organize the Campus Recruitment Process on the Campus or as a part of a “Pool-in” Campus.

2. ELIGIBILITY

Eligibility at the institution Level:

- Students with necessary academic score as per norms of recruiters
- Students without history of disciplinary action during the course of study
- Students need to register and submit a declaration form (online / offline) for enrolling with the Placement Cell
- Only those students who have registered for campus placement within the stipulated time frame are eligible for placements.
- Students should have 75% attendance in any one of the Placement Training program offered by the Placement Cell or its training partners.

Eligibility at the Recruiter’s Level:

- The recruiter might stipulate certain eligibility criteria for their CRP. Only those students who meet the same shall be allowed to participate.

3. INTERNAL COMMUNICATION PROTOCOL

- Students must pass on the correct and working cell phone numbers and email ids to the Placement Cell.
- Students must check their e-mails at least twice a day for updates from the recruiters.
- The placement team shall communicate the recruiters’ requirements, time line and other instructions through Whatsapp groups.
- Hard copy of the notices of recruiters requirements, time line and other instructions are displayed on the Placement Notice Board outside the Placement Cell office.



4. CLASSIFICATION OF RECRUITERS

A student gets TWO offers from the institution. One is the regular and the other is the dream company. The student after looking at the profile and the package of the company can communicate to the Placement Cell about his choice of the dream company. The student can attempt interviews of other companies, in case the student does not get selected by his dream company. Once a student gets two offers, he/she will not be allowed to sit for further interviews.

5. APPEARANCE FOR INTERVIEW

Once the candidate has registered his/ her name for interview, he/she has to appear for the Pre-Placement Talk (PPT) of the respective company, failing which the respective candidate will be barred for next two companies participating in placement activity. Exceptional cases shall be dealt by the Training and Placement Officer considering the situation.

6. REGISTRATION FOR A COMPANY

Every student must thoroughly review the following aspects of the job offer before registering for any Company:

- a) Specialization
- b) Profile
- c) Package – CTC and In hand
- d) Location
- e) Joining date
- f) Medical Requirements
- g) Age

The Placement Cell shall try to get maximum information about the offer prior to the Registration / PPT / Actual Selection process. However, many times the recruiters may not disclose full information in advance. In such a situation, the interested students must seek required information about the Company / Job offer during the Pre-Placement Talk. If required they should seek help from the placement cell office.



7. PRE-PLACEMENT TALK (PPT)

- In case of PPTs being a part of campus hiring of an organisation, all registered students have to attend it without fail.
- Students must be punctual in reporting for the recruitment process. Students appearing for interviews have to be present in formal dress code.
- In case of a Pool-In Campus, the Training & Placement Officer shall coordinate and guide the students.
- Students have the liberty to back out from further selection process after attending the PPT. This is the last chance for students to communicate directly with the recruiter and get their queries clarified
- All further communication shall be only with the Training & Placement Officer and the placement team.

8. SELECTION PROCESS

- Once the student decides to proceed after the PPT, then he/she has to go through all the stages of the selection process as defined and scheduled by the recruiter.
- Students cannot back out at any stage after PPT. Students should not discuss any matter with the Recruiter's directly. They must place their queries with the Training & Placement Officer and the team.
- The Placement Cell shall not involve in the selection process / policies of the recruiter. Recruiters reserve the rights to select / reject any candidate.

9. ACCEPTANCE OF OFFER

Students cannot reject the offer for what-so-ever reason once he/she is selected through all the rounds of the selection process. In exceptional cases, the Training & Placement Officer and the team shall liaison with the recruiter for clarifying / improving specific aspects of the offer.

10. JOINING FORMALITIES

- The selected students must keep their status updated with the Placement Cell
- Students must complete all the joining formalities immediately as per the schedule given by the recruiter.
- They will be given exemption from academic activity, if required on a case-to-case basis, provided they route the request to the Placement Officer
- The Training & Placement Officer shall act as the Single Point Contact for all issues related to placement - related activities.
- Decision of the Placement Cell shall be final and binding for all placement - related activities.

TRAINING PROGRAMS

Training Model 1

Internal Training (Existing Model – by TPC Team) – Online
 # only for final year students opted for Campus Placement

UG

Year	Module	Training Frequency	Duration	Remarks	Assessment
III	Personality Development, Interview Etiquettes, Grooming & Resume Writing	Batchwise – 50 / batch	20 Hrs / batch	Morning / Evening	Internal – TPC

Proposal for Training – Model 2

Internal Training (based on the availability of trainers / Teaching Faculty) / Training Partners
 # only for students opted for Campus Placement

UG

Year	Module	Training Frequency	Duration	Remarks	Assessment
1	Communicative English	Batchwise – 50 / batch	30 Hrs / batch	Morning / Evening/ weekend	Internal – TPC
2	Aptitude Training	Batchwise – 50 / batch	30 Hrs / batch	Morning / Evening/ weekend	Internal – TPC
3	Soft Skills	Batchwise – 50 / batch	30 Hrs / batch	Morning / Evening/ weekend	Internal – TPC

Proposal for Training – Model 3

Training – Autonomous (for all students admitted in UG streams) – External UG

Semester	Module	Instructional Hours / week	CA	ESE*	Total Marks	Exam Duration (hrs)	Credits
1	Communicative English - I	2	10	40	50	1.5	2
2	Communicative English - II	2	10	40	50	1.5	2
3	Aptitude Training – I	2	-	50	50	1.5	2
4	Aptitude Training – II	2	-	50	50	1.5	2
5	Interview Skills	30 hours / batch	50 students /Batch	NA	NA	NA	NA
6	Internships / Campus Placement						

*Assessment (MCQ) – External, Periodic Tests – Internal

Test Pattern

100 Multiple choice Questions to be completed in 90 minutes test. Marks to be split equally for all the questions and 40% would be the passing score.

Test Mode: Offline / Online

Scope

Modules shall be prepared targeting all Public Service Exams and Campus Placements. Hence, an undergraduate student can take up PS exams or Campus Placement as choice once they reach their Final year of Graduation.

GUIDELINES FOR SELECTING STUDENT COORDINATORS FOR PLACEMENT CELL

Selection Team

1. Peer Team

6 students from the graduating batch, with better placement portfolio will be selected by the TPO as Peer Team

Roles to be played by Peer Team include:

- Orient their junior about the placement process
- Organize peer interview to select the Placement Coordinators
- Submit the list of selected Coordinators(PC &TC) after the interview

2. External Experts

External experts from the industry and the Placement Officer would be involved in selecting the Coordinators from the given list of candidates

STUDENT COORDINATORS – GENERAL GUIDELINES

- Any student currently passing onto to third year of UG programme with active
- There is no restriction for the nomination from each class but only two students (two per team – PC/TC) will be selected as Coordinators for their respective department / class
- They should attend the orientation and the interview wherein their ability would be assessed by the interview (Peer & External) organized by the Placement Cell
- Upon selection, they need to follow the tasks allotted by the Placement Team
- Any Coordinator found to be involved in any disputes against or non-adherence of the stated guidelines shall be expelled from the responsibility
- Wear the badge provided to them on all working days
- Follow formal dress code and promote the same among their peers
 1. Monday – Thursday – Formal
 2. Other days – Business Casuals
- In case of absence of any coordinator due to rejection of candidature by the Placement team or withdrawal by the candidate, then students from that particular class / department shall not be

entertained for placement activities. In such cases, if the students are interested to attend placement sessions, a new coordinator(s) will be selected in consultation with the HoD / staff of the concerned Department

STUDENT PLACEMENT COORDINATOR – ROLES AND RESPONSIBILITIES

- Should take part in regular meetings organized by the Training & Placement Cell
- Initiate registration of his/her peers for placement and collect their profile
- Inform his peers about the placement events and other circulars given by the Placement Cell
- Orient them for attending interviews and prepare the list of interested candidates for the events
- Monitor the presence of peers in the placement events
- Hold the responsibility of enhancing the placement opportunities for peers
- Submit necessary reports about placement activities as requested by the Placement cell
- Motivate participation for campus placements and make their department achieve maximum offers

STUDENT TRAINING COORDINATOR – ROLES AND RESPONSIBILITIES

- Should take part in regular meetings organized by the Placement Cell
- Orient the students about the placement training and collect the list of students interested for training
- Prepare batches for training along with the schedule and monitor the process regularly
- Maintain the attendance for the training and adhere with 70% attendance for the students in any training facility provided by the Placement cell. Take necessary actions if the students fall short of the required attendance (allotting new batch / remove from placement), with the approval from the Placement Officer
- Submit necessary reports on the progression of training
- Ensure that everyone registered for placement receives the training offered by the Placement Cell or any external agency under the approval of the Training & Placement Officer

ELIGIBILITY CRITERIA FOR REGISTERING WITH THE PLACEMENT CELL

1. All students who expect to graduate from the institution by the end of the academic year and are looking for employment may register for campus placements with this office. Placement registration is for one academic year only.
2. Registration for all the Under Graduate programmes will be done during the month of June/ July and registration closes within 15 days. Student registration with the Placement Cell is a must to participate in any training / placement drives organized by the College.
3. Campus placement is a facility provided for the students. Students who are not interested in placement are advised not to register for placement.
4. A registration fees of Rs. 100/- will be collected from students.
5. Students having a backlog of 3 or more courses are not permitted to register for placement. Such students are advised to clear the backlogs and then re-register after the semester examination result is declared.
6. The Student HRs for the concerned class shall collect the Declaration Form with student details on or before the deadline stated. Filled-in forms collected by the student HRs should be submitted to the Placement Office for registration.
7. Re-registration: Students who clear their backlogs shall be allowed to register and attend interviews only for the companies which visit during the dates after the student reregisters for the same. They cannot attend interviews for any company until they qualify with the academic scores.
8. However, students with backlogs will be allowed to attend the interviews for the companies which allow such candidates, provided they should have taken the training.
9. A student can appear for any number of interviews but they can claim TWO OFFERs only. If the student has been selected in the campus interview for TWO companies and has received an appointment letter / LOI, then he/she cannot apply again and shall not be allowed to appear

for the other interviews under any circumstances, even if he/she rejects the previous job offer.

10. If a candidate who has forwarded his/her willingness for a particular company, later decides not to appear for the test/interview, he/she should intimate the Placement Cell about it. This will not only enable the Placement Cell to give an accurate estimate of the number of candidates appearing for the interview to the company, but also help other students who would otherwise miss out on a good chance. Students skipping the interviews after expressing their willingness shall not be allowed for any further interviews.
11. The candidate who fails to join the organization that offered the job shall intimate the Placement Cell with a clear explanation in written format.
12. Eligibility Criteria for Interviews: The Organizations who agree to recruit our students reserve the rights to establish / modify the eligibility criteria for the candidates to attend the interviews. The Placement Cell or the college does not involve in recommending changes of such criteria as it is company specific.
13. **DRESS CODE:** Students must be formally dressed whenever they participate in any interaction with officials of any organization.

The Placement Cell reserves the right to refuse permission to a student to attend the selection process/ PPT/training programmes, if they do not dress up formally or if they don't qualify and refrain /remove those who commute the rules of the Institution. Students are expected to know the norms for formal wear; for the benefit of those who claim ignorance, please note that the following are strictly not allowed:

- * T-shirts with printed text; un-collared T-shirts;
- * Shorts
- * Jeans
- * Shirt not-tucked in
- * Chappals /flip-flops
- * Any other dress codes considered as casual outfits (all genders)

PLACEMENT CELL POLICY

14. Attendance: Students who register for placement shall attend all the training programmes/ events conducted by the Placement Cell regularly and 70% of attendance (in training sessions) is mandatory to attend the interviews. Students who don't participate in any training programmes shall not be allowed to attend the interviews under any circumstances.
15. Permission for attending interviews shall be granted to those who undergo medical treatment or participate in any official events with prior permission in written communication duly signed by concerned HoDs/authorities. The Placement Cell reserves the right to approve such requests on VALID reasons only.
16. Any queries regarding procedures/rules/interview schedules etc. may be addressed to the Placement Officer through the Student Coordinators of their concerned class.
17. The Placement Cell reserves the rights to modify / add any norms to the existing guidelines as and when need arises.
18. The organizations reserve the rights to decide the date of joining, the job location and related decisions and the institution can only request and not demand the changes in such matters.
19. The institution is not responsible for the interviews attended by the students on their own, outside the premises or through any consultant without consent of the institution and the institution doesn't encourage such activities including paid jobs.
20. Students are requested to adhere to the guidelines and rules of the Placement Cell as indicated above. Violation of rules in any form is strictly prohibited.



BHARATA MATA INSTITUTE OF MANAGEMENT (BMIM) PLACEMENT POLICY

- All students of BMIM are the beneficiaries of the activities of the Placement and Training division. But those who are interested to attend the placement selection process are required to register their names with the Corporate Relations Committee and fill up the registration form. Registration is subject to your willingness to work anywhere in India.
- The Corporate Relations Committee should provide 100% placement assistance to all eligible students of BMIM.
- All students without arrears in University examinations and those who attend all the placement training process such as Aptitude Training, Resume Workshop, Placement assignments, News Reading, Business Quiz, Industry Analysis presentation, Mock Interview, Mock Group Discussion (GD) sessions and Students Development Programme are eligible students for placement.
- Students registered for placement activities should attend placement drives inside campus and pooled interviews at venues outside the campus in formal dress.
- In case of interviews outside the campus students should attend the interview at their cost.
- Misconduct during the placement process inside or outside the campus is strictly not allowed and will be dealt with seriously. If any student is found indulging in such activity they lose the further benefit of the services of Corporate Relations.
- When a drive is announced every student has to confirm his/her interest for participation in the selection process with the corporate relations committee in writing. Students abstaining from the selection process after confirmation will not be permitted to sit for other upcoming interviews.
- It is the responsibility of students to obtain all details of the opportunity offered from the Corporate Relations Committee well in advance.
- All the students participating in a placement drive should check the time, date and venue of the recruitment program and make sure that they report to the venue on time, dressed in formals and to maintain decorum.
- It is mandatory for students to accept the offer made by a firm which participated in the placement drive and should join the firm within the joining time agreed between the institute and the employer.
- A student who has accepted an offer can attend another drive only if the CTC offered in the new drive is 1.5 times that of the CTC in his existing offer.

BHARATA MATA SCHOOL OF SOCIAL WORK (BMSSW) PLACEMENT POLICY

- Placement management committee for each batch will be constituted with the representatives from students. under the leadership of faculty in charge
- The Placement management committee will ensure 100% Job Placements for the eligible candidates.
- A database of possible employers, especially well-reputed international, national and grassroots level NGOs and other organizations will be maintained in the Placement Cell.
- A placement brochure will be prepared in the beginning of the fourth semester, which contains the details of the candidates
- All the trainee social workers are given pre-placement sessions by well-known resource persons and BMSSW alumni on communication skill, CV Preparation, GD and interview specific skills, self-grooming, subject specific inputs etc.
- The detailed CV is collected from the students in the initial stage of placement.
- The job details/opportunities with details (including the campus interviews) will be shared to the prospective candidates so that they may apply directly with the concurrence as well as attend the campus interview process.
- The placement management committee will act as a link between the employers well as the candidates to facilitate the process which aid in placement of the candidates.
- The Placement Cell also collects the feedback from the employers.
- The Placement Cell also gets in contact with the candidates who need further placement support in their career.

NORMS FOR PG STUDENTS

1. Students from PG degree are registered for Campus Placement following the same eligibility criteria for UG students
2. Training sessions are arranged separately for PG students based on their academic calendar
3. The duration of the training will be for 10 to 15 hours, based on their skillset and availability
4. Special Orientation and mock interviews will be given to the participating candidates before their interviews
5. Students should have 70% attendance in any one of the Placement Training programme offered by the Training & Placement or its training partners
6. Formal dress code is mandatory for all Placement related activities
7. Eligibility criteria for the interviews shall be as prescribed by the Recruiters
8. Students are allowed to have TWO offers during the academic year and students are allowed to choose their Recruiter based on his / her willingness.
9. Any queries regarding procedures/rules/interview schedules etc. may be addressed to the Placement Officer through the Placement Coordinators of their concerned class.
10. Information about joining an Organisation should be informed to the Placement Cell without fail.

APPENDIX - I

PLACEMENT CELL REGISTRATION FORM

A. Personal Details of Applicant

Name : Register No.:.....

Course & Branch of Study:

Date of Birth: Contact No.:.....

Email ID:

Percentage of Marks:..... (upto semester) Arrears (if any):.....

Current Address:.....

.....

.....

Mobile No.(Parents) Mobile No. (students).....

B. Education Details

Exams Passed	Institution	Month & year of Passing	Marks secured(%) / CGPA
HSC			
SSLC			
Diploma* (3-year course, if any)			

C. Any other Program / Course attended (other than the present one)

- (a) Add-on Course(s)
- (b) Professional Certification(s)
- (c) Any other certification(s)

Recommendations by the Department

Signature of the Staff In-Charge

Signature of the HOD



APPENDIX - II

PLACEMENT CELL DECLARATION FORM

Declaration: I hereby declare that I have read the rules and regulations of the Placement Cell and promise to abide by them. I'm also aware that any violation in them shall entitle me for disciplinary action by the concerned higher officials.

I hereby declare that I,

- Understand placement registration is done voluntarily and not forced and henceforth I shall follow the norms stated by the Training & Placement Cell
- Am aware about the eligibility norms to attend the training events and interviews.
- Shall attend the training programmes without fail.
- Shall attend interviews willingly to which I qualify as per the norms of the company.
- Am aware about the rules and regulations of the Placement Cell and the Institution and shall abide by them.
- Shall wear decent / formal dress and in pleasing manners during the interview related processes.
- Shall take every effort to maintain the decorum and the image of the institution during all placement related activities.
- Shall join the organization that provided the offer without fail.
- Shall inform my mentors & parents about the interview process and the outcomes of it.
- Shall not misuse the name of the Institution / Placement Cell for any personal issues.
- Understand that the job opportunity is given based on the skills I possess.

Name :

Reg. No :

(University allotted)

Signature of the Student

I hereby declare that I shall allow my child to join the organization in which he/she got selected through campus placement

Date.....

Signature of the Parent(s)

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Bharata Mata College

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Owned and Managed by the Archdiocese of Ernakulam- Angamaly

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