

## **ST. XAVIER'S COLLEGE (EMPOWERED AUTONOMOUS INSTITUTE)**

### **STUDENT PLACEMENT CELL - POLICY DOCUMENT**

The Placement Cell of the college has been incorporated with the prime goal of facilitating the placements to the final year students and to ensure that companies from diverse sectors and with varied job profiles visit the campus.

#### **OBJECTIVES OF THE PLACEMENT CELL**

- 1) To offer Placement opportunities to the final year UG and PG students and facilitate the placement process.
- 2) To have an inclusive approach to the placement process which aims to offer equal opportunities to all registered students.
- 3) To ensure that placement opportunities across diverse curricular and co-curricular areas of interest and capabilities are available to students.

#### **STRUCTURE OF THE PLACEMENT CELL**

- 1) The Principal of the College is the final decision-making authority.
- 2) Placement Committee: A team of faculty members headed by the Placement Convener is appointed by the Principal at the beginning of the academic year.
- 3) The Placement Officer: The Placement officer is the nodal point of contact for all placement related communication and coordinates the placement procedures for the recruiters visiting the campus.
- 4) Student Co-ordinators: The team comprises of nominated student representatives from each stream/subject who act as a liaison between Placement Cell and registered students.

#### **CONTACT DETAILS**

- 1) Write to us: [placements@xaviers.edu](mailto:placements@xaviers.edu)  
For all official communication pertaining to Placements (including but not limited to collaborations, offers, queries, feedback, assistance, grievances)
- 2) Placement Cell Convener: Dr Radhika Tendulkar, Assistant Professor, Life Science and Biochemistry ([radhika.tendulkar@xaviers.edu](mailto:radhika.tendulkar@xaviers.edu) 9819842389)
- 3) Placement Officer: Mr. Parag Thinghe ([parag.thinghe@xaviers.edu](mailto:parag.thinghe@xaviers.edu) 9588443573)

#### **FUNCTIONING OF THE PLACEMENT CELL**

- 1) **Registration:** The placement officer initiates the Placement Cell registration process for the year. Only after registering with the Cell, information of available job opportunities and application links are made available to the student.
- 2) **Training & Development:** The placement cell organizes resume writing and case study workshops by professional agencies. Capacity building workshops are organized by the Cell through the year for making students job-ready.
- 3) **Placement Process:** The activities of the placement cell commence in August.
  - a. No placement activities are scheduled during examination days (both practical & theory, CIA/ ESE) or on Sundays/Public holidays.

- b. Pre-Placement talk by the HR team of the company (About the company & Job Description). The students use this as a forum to clarify their doubts about the job details.
- c. The process of selection is specific to the company. Some companies may have an online test that can be arranged either in the College computer labs or it could be taken from any other facility as per the convenience of the candidate. Interviews can be held online or in person on campus. Generally, the interview process is preferred to begin 3pm onwards, after lecture schedules. However, in certain circumstances the Institution can facilitate the process earlier in the day, with due approvals from the Principal.
- d. The final list of selected students is mailed to the Cell either the same day or the next day as per the discretion of the company. The same is communicated to students immediately.
- e. Subsequently the company sends the offer letter to the selected candidates specifying the details of the job description and the compensation. The students must confirm the receipt of the offer as a reply to the mail.
- f. The formal placement process continues till April. However, information of opportunities is communicated to students till the end of June. This is to ensure that maximum number of students benefit from the efforts of the placement cell.
- g. The Staff Convener submits the annual report for the academic year (with the details of the companies and students selected) to the Internal Quality Assurance Cell and the college magazine.

## **RULES AND RESPONSIBILITIES:**

### **1) STUDENTS:**

- a) It is mandatory for a student to register with the Placement Cell of the College in to participate in the Placement process. Information of available job opportunities and application links will be made available only to the registered students.
- b) A registered student shall strictly maintain confidentiality of information pertaining to available opportunities shared by the Placement Cell.
- c) A registered student shall not avail shared information to apply independently without the information of the Cell. If found to do so, the student will be considered ineligible for any campus screening and interview process with immediate effect.
- d) Pre-Placement Talks are held in online or offline mode by hiring organisations to facilitate detailed communication with applicants and address student doubts and queries. Please bear in mind that the PPT is also a means for the Organisation to evaluate the quality of students being offered at St. Xavier's College. Registered students are expected to attend the Pre-Placement Talks to make an informed choice regarding the selection process thereafter.
- e) No queries pertaining to an opportunity will be entertained by the Placement Cell unless the student has attended the PPT.
- f) **One student one offer:** Once a student applies for a selection process, it implies that the student is interested in working with the organisation. A student once selected by a company, will be kept out of the placement process thereon. Hence it is important that the student makes an informed decision about applying and appearing for the selection rounds of any company.

- g) A student shall not apply for a selection process as a practice session.
- h) Any student who withdraws application - from the time selection process begins up to the time of interview - will have to forfeit two immediately subsequent selection processes being held on campus.
- i) A student will not be allowed to reject an offer, once he/she has appeared for the final interview rounds.
- j) If a student has appeared for two coincidental / parallel selection processes, the selection communicated first will be considered final for a student. This offer cannot be rejected in anticipation of selection by the other organisation.
- k) Students will not communicate or negotiate directly with an organisation visiting the campus for any personal gains, including but not limited to pay, work profile or location of work.
- l) Strict disciplinary action may be initiated against a student in the event of non-compliance of points g) to k) mentioned above.
- m) In the event of an organisation changing the title or nature of the role and pay offered, after the selection process; the student will be given the concession to accept/reject the offer. However, the student will not be allowed to appear for other hiring processes in the academic year.

## **2) HIRING ORGANISATIONS:**

- a) All communication with students of St. Xavier's College shall be routed through Placement Cell of SXC.
- b) A document clearly stating the title/position offered, job profile and pay package, contract/lock-in period if any, timeline for selection, steps/process of selection, logistical requirements expected from the Institution should be clearly communicated in advance, before opening applicant registrations.
- c) The possibility of a change in role or compensation package based on student performance should be clearly mentioned before the selection process.
- d) A total time of 20 days will be allotted to an organisation for their process, except in case of exceptional circumstances. Companies are requested to share results as early in time to avoid selection clashes with other organisations.
- e) Kindly avoid delays in release of offer letters. A provisional offer letter could be issued for the selected group if final offers cannot be released till a certain time.

## **3) INSTITUTION:**

- a) The Placement Officer of St. Xavier's College shall be the common point of contact for recruiters and applicants.
- b) The College shall provide the necessary infrastructure, technical and logistical support to an Organisation for conducting the recruitment drive.
- c) The Placement Cell shall facilitate and mediate all communication pertaining to the selection process, final selection, offer letter communication, and dispute redressal if any.
- d) For all purposes pertaining to the Placement Cell, the Principal shall be the final decision-making authority.