



Mahatma Education Society's  
**Pillai College of Arts, Commerce & Science**  
(Autonomous)  
Affiliated to University of Mumbai  
NAAC Accredited 'A' grade (3 cycles)  
Best College Award by University of Mumbai  
ISO 9001:2015 Certified



## TRAINING & PLACEMENT CELL

### PLACEMENT POLICY

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# TRAINING & PLACEMENT CELL

**Mission:** To empower students to meet Industry Challenges

**Vision:** Transforming every student's dream into reality

## About College

PCACS has been in the forefront of activities bringing both corporate and companies close to the campus and encouraging them to establish facilities to cater to the needs of both students and faculty. We're always discovering. We don't fit the mould, we break it. Just as the world keeps moving, so do we. We're closely involved with our local community and we take our ideas into the global marketplace. We partner with business, industry and government to set the Placement for a better future. And we educate and transform the lives of our students to help them achieve their potential. Since the first day we opened our doors, we've looked towards the future. And we're here to help you shape it. Many reputed national and multinational companies visit our institute for campus recruitment annually because of our high quality research, excellent facilities and talented students. On an average, 75 to 80% of eligible students were placed in the last 3 years. The college has established good understanding with top companies like TCS, Capgemini, Infosys, Accenture, Tech Mahindra, Nokia, L&T Ltd. and others. Placement cell also organizes industrial training sessions for the placed students just before they join the respective industry.

## Placement Policy

### **Objectives:**

- The Placement Cell endeavors to become a link between the job seekers [i.e. students] and job providers [i.e. companies/corporate] by building up their capacity and networking with Industries.
- Building a strong network among the corporate & institute for placements.
- Become the preferred choice of Employers with reference to Campus Recruitment.
- Provide equal employment opportunities for all the students.
- To ensure sustainable employment for all our students.

### **Registration:**

1. All the final year students of all branches must attend the TPC orientation session in the beginning of the academic year. Thereafter, the students requiring placement assistance must register themselves with the placement cell by paying a refundable security deposit fee of Rs. 2000. The fee will not be refunded if the student is found to violate the placement rules and regulation.

2. Campus placement is a facility provided for the students. Students not interested in placement are advised not to register for placement.

3. After registration, a student can switch over their option once (to opt out of placement or interchange of option) before the 1st company visit. No request for change of option will be entertained after the 1st campus placement drive.

4. Students who wish to appear for a particular campus placement drive must register with T & P Dept. for the drive. NO PROXY REGISTRATIONS. The registration would imply that the student has verified by himself/herself and has consented to the company profile, job profile, terms & conditions, package, bond & eligibility criteria. After registration, if a student fails to turn up for the drive, he/she will not be considered for future placements.

5. Students who have graduated in 2022-23 and 2023-24, but not placed due to various genuine reasons, may be permitted to re-register with the approval of the concerned placement authorities. They will be permitted to appear for placement and as per company's requirements for pass out students.

#### **Eligibility Criteria for Placement Assistance:**

1. Eligibility criteria will be as per the norms of the company providing placement opportunity.
2. Prerequisite for placement:-Academic Attendance of 75% on the date of campus placement drive is mandatory for every student in the final year to appear in the campus placement drive of any company.
3. Students having a backlog of 4 or more courses are not permitted to register for placement. Such students are advised to clear the backlogs and then register after examinations.
4. Students who have lost the job/failure during an interview for genuine reasons will be allowed to appear on a case to case basis.

#### **Directive Principles, Rules and Regulations:**

1. Placement Cell will strive hard to provide placement opportunities to all its eligible and interested students of Final Year.
2. In order to achieve its placement objectives, the Training and Placement Cell shall organize various training programmes, Guest lectures, seminars, workshops and other allied activities in addition to other similar academic/ non-academic activities for ensuring employability of its students. It is mandatory for all the registered candidates to attend the same.

3. The Placement cell shall also strive hard to invite various reputed Companies/ Organizations for recruitment/ placement of its students in the field of their specializations.

4. It will be the endeavor of each student to cooperate with the Placement cell and to appear for opportunities offered for their Placement.

5. Once all eligible students secure one job-offer each, the students would not be allowed to appear for all the further Companies visiting for placement (inclusive of all types of campuses).

6. If a student selected by any company through the campus placement drive fails to join the company without any justified reason, he/she will be debarred and will not get any support from the TPC further.

7. It is the responsibility of the students to check announcements / notices / updated information / shortlisted names etc. in the email communications/ official whatsApp group/ notice boards of Placement Office.

- A notice of Campus Placement Process once fixed, will be communicated through email communications/ official whatsApp group/ notice boards of Placement Office to all the eligible students for that particular campus placement drive.
- It is important that all students must regularly check their MES email for getting information on Placement related activities.
- It will be the student's own responsibility to get updated on placement related processes and activities. (In case of any query, student can visit to T & P office)
- Every student who enrolls with TPC and who has opted for “Campus Placement” in the registration form will be eligible (as per companies eligibility criteria) for all the Companies offering Placement.

8. No preference related to Place of work will be entertained.

9. Students who do not enroll with the TPC, shall not be allowed to take part in the placement process under any circumstances later.

10. Dress code is STRICTLY FORMALS. Those who don't follow the dress code will not be considered for the placement process.

11. Individual details and Academic details must be updated on regular intervals by students to Training & Placement coordinators.

12. Students are not authorized to communicate with the companies in any individual capacity when the company visits our college for placement.

13. If a student gets selected in any particular company and gets a joining date after one year of their passing year then in that case college authorities are not responsible for their joining preponement. Also in any case if any company withdraws its offer letter/letter of intent at any stage before joining any selected students, the T&P department and college or any authority will not be responsible for it.

14. While attending campus interview, every student must carry the following:

- College Identity Card
- 5 Nos. passport size color photographs
- 2 copies of the updated and signed resume
- Original Mark-sheets from SSC Onwards in Folder
- 2 set of photocopies of all relevant mark-sheets, certificates (self-attested)
- Identity Proof - Xerox of PAN Card or Passport or Driving License (self-attested)
- Pens (Black & Blue)/Pencils/Stapler/Glue etc.

15. Students are expected to get enough information about the company, job profile and other details about the visiting company before appearing for any recruitment drive. It is compulsory for students to visit the website of the visiting company before the campus placement drive.

16. Students who are not eligible or are already selected by a company will attend their regular classes. Attendance Record of each drive is shared by T&P Dept. to all respective departments on a regular basis.

17. Students should inform immediately about any change of Marks/Mobile No./Email ID to T&P Dept. After selection, the student will not change his Mobile No. & Email ID till he/she joins the company.

18. Rules: - In case of Multiple companies on same day

a. In a scenario where a student is sitting for multiple companies which visit the campus on the same day, the student can appear for any number of companies. But, he/she will have to accept the offer from the company which comes out first with its list and gives a final offer to him/her first.

b. The student will then be barred from appearing for any other company's placement processes and will be pulled out from their processes immediately, even if he/she is waiting to go in for an interview or GD.

c. The other companies will also be informed that the student is placed and he/she should not be considered further.

### **Pre-placement talk**

1. Notices of the PPT will be shared over email/ whatsapp group/ notice board. Students should occupy the venue 15-minutes before the scheduled start of the PPT.
2. Students interested in a particular company must attend its PPT without fail.
3. Attendance will be taken and only those students who have attended a particular PPT will be eligible to apply for that company.
4. In cases where the students are not agreed on any terms / conditions by the company during the PPT, they can voluntarily drop from that company's selection process after attending the PPT.
5. Students must go through the complete selection process of a particular company, once they are done with PPT and agree to attend further process / rounds.
6. Any clarification regarding salary break-up, job profile, place of work, bond details etc. must be sought from the companies during PPT.
7. Dress code: Students must be formally dressed whenever they participate in any interaction with a company including PPT. This office reserves the right to refuse permission to a student to attend the selection process / PPT, if they are not formally dressed.

### **Relating to Code of Conduct:**

1. Training & Placement Student Coordinators only hold the sole right to deal with Training & Placement matters (Internal or External)
2. Only with the special permission of the Training & Placement Officer any other student may deal with Training & Placement matters.
3. All 'post job-offer communication till company joining' between student and company should be channelized through the Placement Cell.
4. Direct communications with the company officials is not allowed.
5. It is mandatory for the students to register in the company to participate in the placement process of the company.
6. Attendance in PPT is mandatory after registration, to be eligible for further placement process.

7. Students found cheating or misbehaving in the selection process (PPT / Test / GD / Interview) will be disallowed from the placements for the rest of the academic year.
8. Students are expected to be punctual. LATE COMERS FOR APTITUDE TEST / GD / INTERVIEW may not be allowed to appear for the selection process.
9. Students proceeding after the PPT for the next step in the selection process of the company cannot quit in between. If a student quits in between, then he/she will be debarred and will not be allowed to appear in any other further placement event.
10. Any kind of misbehavior/complaints reported by the company officials will be taken seriously and if proven, the student will be debarred from future campus placements/Blacklisted.
11. Students should maintain discipline and show ethical behavior in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the institute name will be disallowed from the placements for the rest of the academic year
12. Suspension from the college, or other serious actions as deemed appropriate.

**PLACEMENT PARTNERS:**

**PLACEMENT CELL**

**INFINX**

**JTE Group**  
*the heart of technology*

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INCORPORATED

**TRANS MR CONSULTING**  
*The Research Center*

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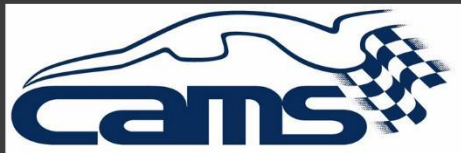
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