



Mount Carmel College, Autonomous

Student Policies & Guidelines

The placement policy will be applicable to all students registered with Placement Cell of Mount Carmel College and is to be followed during the entire duration of the placement season.

1) The Placement Officer, The Placement Advisor & the Placement coordinator are the facilitators and counselor for placement related activities. **The placement cell does NOT guarantee a job.** Applying for a company or joining a company is entirely the responsibility/decision of the student concerned.

2) If a student registers for a particular Company, she is expected to complete the entire process else the student will be strictly debarred from the placement season. It is the prime responsibility of every student to check the Eligibility, Profile of the Job and the Company that will be mailed or updated on the Notice Boards.

Eg 1- If a company requires the applicant to have a Percentage of 70% at the time of attending the placement process, be well assured before applying to that company.

Eg 2- If the company **requires you to have no standing arrears** at the time of attending the placement process, kindly DO NOT APPLY for the company. Exceptions only in case of *genuine reasons.

3) There is **no restriction on applying/appearing for interviews** until the first job is secured. A student will be considered to have secured a job if her name appears in the selection list of any company.

4) Placement Process: All companies generally follow the following procedure

- a. Presentation about the Company & Job Profile (PPT)
- b. Written Exam (Aptitude / Technical Test)
- c. Group Discussion (10 to 12 Students)
- d. Interview (Technical/HR/Others)
- e. Verification of Documents
- f. Offer Letter

5) **Opting out of the selection process** of a company after a student has **applied or half way during selections or revoking offers is not allowed.** Severe/ Strict actions will be taken. **Defaulters would be heavily penalized** as per the decision of the Principal.

6) You **have a choice not to participate in the Recruitment Process after attending the PPT**, if you **DO participate then you are bound** by the College rules **to attend the rest of the Recruitment Process** for the Company.

7) Students have to **ensure** the following:

- a. Must **report on time** as mentioned in the schedules (ON Campus/ OFF Campus).
- b. **Wear Business Formals** for every recruitment process. Students wearing casuals during recruitment process will be sent back.
- c. Always have to **carry one folder with them containing Resumes (4-5 copies), Passport Size Photos, Copies of Mark sheets, Certificates & Stationery items.**
- d. **Compulsorily carry their College ID Cards**

Defaulters will be strictly disallowed to appear.

8) Students are **not allowed to contact Company / HR Delegates directly for any reason**. If they are facing any problem they have to first contact their Placement Officer and discuss their problem with her.

9) The placement facility is available to all the students registered with Placement Cell through **the policy "One Offer per Student"**. If a student is offered a job in any company, she will be de-registered from the placement process and would not be allowed to appear in any further placement process at Mount Carmel.

10) If a student makes any **false claims in resume/Student registration form** submitted at the placement office, her registration will be cancelled immediately and job offer if any, will be revoked.

11) **All mark sheets are checked at the time of joining** and if company finds that you have manipulated your marks / documents at the time of Campus Recruitment your job offer will be terminated and your name will be **blacklisted forever**.

12) Student will not be allowed to participate in the selection process of the company for which she has missed the PPT or any other rounds of Selection.

13) **Strict discipline needs to be followed by every student during the recruitment process**. Any sort of indecent behavior/misbehavior on the part of students which affects the decorum of the Company or the reputation of Placement Cell of Mount Carmel College will attract severe penalty. Use of **mobile phones is strictly banned** during the Process.

14) Cheating in all forms or marking proxies during the selection process is strictly prohibited and those caught indulging in such activities would be debarred from the placement process. Also note that no concessions in any form shall be provided in such case.

15) Many times it can happen that campus recruitment **process can stretch till late evening**. All students **have to inform this to their parents and should arrange their own transportation**.

WE EXPECT OUR STUDENTS TO BE AS PROFESSIONAL AS POSSIBLE.

For all matters not covered by the above policy, the placement office will use its discretion to take appropriate decisions.

Thanks & Regards,

Maria Joyce L
Placement Officer
Mount Carmel College