



MOUNT CARMEL COLLEGE, AUTONOMOUS

Est. 1948 | Affiliated to Bengaluru City University | Reaccredited "A+" Grade by NAAC



INSTITUTE PLACEMENT POLICY 2023-24

This policy document details the organization and management of placements and training opportunities provided to the students enrolled in various academic programs at Mount Carmel College, Autonomous. For the purpose of this document following terms (indicated in UPPER case) shall have following meanings unless stated otherwise:



SCHOOL	The SCHOOL of UG/PG program in which the student is enrolled. (For example, School of Natural & Applied Sciences; School of Humanities & Social Sciences; School of Commerce; School of Management; Education (Integrated B.Ed.)
PROGRAM	The program/course in which the student is enrolled
COMPANY	The organization offering placement or internship opportunity to the students
COMPANY REGISTRATION	Registration by the students for expressing interest in participating for the selection process by a visiting company
DEPARTMENT	Academic unit of the institute offering any UG/PG program
INSTITUTE	Mount Carmel College, Autonomous (MCC)
INTERNSHIP	Temporary short-term industrial assignments or engagements
JOB ANNOUNCEMENT FORM(JAF)	The form to be filled by the company offering placement/internship opportunity
OFF-CAMPUS PLACEMENT	Job offer to a student from a company not participating in on-campus hiring
ON-CAMPUS PLACEMENT	Job offer to a student from a company participating in on-campus hiring
PLACEMENT DRIVE	Process of selection of students by a company through the Placement Cell
PRE-PLACEMENT OFFER (PPO)	Job offer to the student during or on completion of internship
PLACEMENT CELL	The Training & Placement Cell of the Institute
SPECIALIZATION/MAJOR	The core subject/stream the student has enrolled for (Ex. Finance/Accounting/Economics/Statistics/Analytics/Biochemistry etc.)

**PLACEMENT OFFICER**

Overall in-charge of placements for ALL programs offered by Mount Carmel College, Autonomous

STUDENT

A full-time student enrolled in any program offered by the Institute

REGISTERED STUDENT

A full-time student enrolled in any program offered by the Institute and registered with the Placement cell for placement/ internship assistance

CODE OF CONDUCT

Code governing behavior of student for the purpose of this policy

STUDENT PLACEMENT COORDINATOR (SPC)

Student representative of the Placement Cell working on behalf of the Placement Cell to coordinate placement and internship activities at the Placement Cell

UNPROFESSIONAL CONDUCT

Student behavior in deviation from the set code of conduct as prescribed in this policy

PPT

Pre-Placement Talk

Purpose of the Placement Policy

The purpose of this policy is to ensure the placements and internships of registered students of MCC are guided by fair and consistent principles and sound administration so that there is a positive experience and outcome for all stakeholders including the recruiting companies. The guidelines placement policy is applicable to all students registered with the Placement Cell of Mount Carmel College, Autonomous, and is to be followed during their entire tenure at the college.

ROLES & RESPONSIBILITIES**PLACEMENT CELL**

- The Placement Officer & the Placement Team including the Student Placement Coordinators are the facilitators and responsible for all placement related activities & functioning of the Placement Cell.
- Neither the College nor the Placement Cell guarantees a job. The Placement Cell will facilitate and coordinate the placement activities on campus including bringing in companies, coordinating the recruitment drives, organizing recruitment training and other related activities leading to the successful placements of the deserving and eligible students.
- To ensure that appropriate procedures are in place to support campus placements.
- To contact and invite companies for placements and internships.



- To liaison with institute's academic departments, centers and various administrative units to ensure seamless campus placements.
- To ensure proper communication between various parties involved in campus placements/internships.
- To conduct regular reviews of adherence to the institute placement policy and to ensure its periodic updation.
- To ensure the required due diligence is done about the recruiting companies before they are invited on campus and communicate the necessary requirements of the companies to the students including the job roles, compensation, eligibility etc.
- To notify all the registered students about the upcoming recruitment drives either through mails/SM notifications or portal notifications only and not individually.
- Placement Cell shall not be liable for any visa related issues.

STUDENTS

- Opting to register for placements is completely the choice of the students. Those who would want to pursue higher studies or other opportunities can refrain from registering with the Placement Cell.
- Students are responsible to understand and adhere to the institute placement policy.
- Students are required to check the **ELIGIBILITY CRITERIA** for registering with the Placement Cell before registering.
- Applying for a company, getting recruited is entirely the responsibility/decision of the student concerned. **The students are required to check the ELIGIBILITY, company profile, job profile, the job role, location, work timings, service agreements, terms & conditions etc. before applying.**
- Students are required to provide all necessary, relevant, and accurate information to the Placement Cell as and when required, in a time bound manner.
- Keep their conduct professional and not detrimental to the goodwill of the Institute, Placement Cell, and the Company.
- Attending mandatory sessions as declared by the Placement Cell regarding skill enhancement/ briefing related to placements and internship and **the recruitment training conducted by the Placement Cell** and meet the necessary threshold of **80% attendance**.
- Attending mandatory session as declared by the company offering placement and internship.
- **It is the responsibility of the student to join the Placement WhatsApp groups and the groups created for individual drives.** The students are to be alert on mails and various groups and keep track of the notifications and apply as per their interest and eligibility.
- **Once a student registers/enrolls for a particular company, she/he is required to complete the entire recruitment process. Failing to do so will result in the student being debarred for 30 days from sitting for further recruitment drives. Exceptions will be made only in genuine cases supported by relevant proof and at the sole discretion of the Placement Officer. Such cases/reasons to be formally communicated to the Placement Office over mail at least one day prior to the drive.**
- **The student has a choice to exit the recruitment process of a company immediately after attending the PPT (Pre-Placement Talk). If she/he decides to continue, then she/he will have to attend the rest of the recruitment process of the company as stated above.**
- All applications to the companies are to be made through the Placement Cell ONLY. If a student does not apply through the Placement Cell for a particular company, she/he will not be allowed to participate in the selection process of that company.
- Students are to strictly ensure the following:



- Must check the eligibility criteria and apply to companies only if eligible & interested.
- Must report on time for the recruitment process as mentioned in the schedule.
- Be professionally dressed for every recruitment process.
- Carry 2 copies of resume, passport-sized photos, copies of mark sheets, certificates, stationery, college ID & Govt. ID (PAN/Aadhaar)
- All companies require applicants to have Govt. ID – Aadhar & PAN. Hence it is advised to apply for these documents before registering for placements.
- All companies conduct a thorough background check/verification. If the company finds that a student has manipulated the marks/documents in any manner/or mis-represented any information, the job offer will be terminated, and the student's name will be blacklisted.
- Students are required to provide correct personal email IDs and personal contact numbers at the time of registration. Please note the contact details **must be of the REGISTERED STUDENT ONLY and not of the parents/siblings or anyone else**. All communication from the Placement Cell and the recruiting companies will be made ONLY to the contact details provided at the time of registration. The onus is on the students to ensure the details provided are correct and up to date.
- If, after being selected by a company, for some reason the student is not satisfied either with the pay, the timings, role allotted, etc., she/he will need to take it up with the concerned within the company. The Placement Cell will not be able to intervene in internal matters. **However, it is important that the students reach out to the Placement Office only in cases where there are major deviations from the terms mentioned by the company at the time of recruitment.**
- All students are advised to check the company profile and background thoroughly before applying. Placement Cell will NOT and shall not be liable for any default at/on the company's end at any stage later.
- In events where the companies directly get in touch with the students (either for the process or offering a job) it is the responsibility of the students to keep the Placement Office informed about the same.
- If the students face any behavioral issues from the recruiter's side, they should inform such issues to the Placement Cell immediately.
- If there is a misconduct incident reported against any student, appropriate disciplinary action may be initiated, including debarment from further participation in the placement process.
- Students appearing for the recruitment process should report at least 30 minutes prior to the commencement of the process. Any entry post the scheduled time may not be allowed and the students would be considered absent for that particular process. Any violation or forced entry after that time limit would be considered as a misconduct and will be dealt with as such.
- No cell phones are allowed in a test. The process holds the same sanctity as any of the exams and the students may be debarred if found in violation and could lead to disciplinary proceedings.
- Impersonation in any form is a serious violation and will be considered and treated as malpractice.
- Students are not allowed to share their personal contacts or approach companies coming to campus in any personal capacity or means.
- Students must always carry their Institute ID-cards during the placement process and would be allowed to enter the recruitment drive venue only after presenting the ID to the placement coordinators.
- Students should strictly follow the prescribed dress code while participating in the placement process.
- The date/ time/ venue of the interviews may change which, at times, may be at a short notice.



- Students must keep themselves well informed in this regard.
- Once registration for a company is done all rules as per student policy will apply.
 - **It is mandatory that once the student receives the Offer Letter from the Company, a copy must be submitted to the Placement Office. Failing to do so will result in penalties being levied.**
 - **It is MANDATORY TO UPLOAD THE 'STUDENT UNDERTAKING' DULY SIGNED BY THE STUDENT AND A PARENT/GUARDIAN at the time of registration.**
 - All students registered for placements will be bound by the **Attendance Policy of the College.**
 - A student can apply to as many companies as she/he wants and appear for interviews until the first job is secured. A student will be considered to have secured a job if her name appears in the final select list of a company, regardless of whether the offer letter is issued or not. As generally offer letters are issued only prior to the onboarding and not at the time of recruitment.
 - **Once a student's name appears in the final selects of a company, it is obligatory for the student to accept the offer. REJECTING OFFERS IS STRICTLY NOT ALLOWED. Defaulters will be penalized and debarred from availing placement support from the institute.**
 - No discussion with the recruiters regarding the selections/selection process should be held except by the authorized personnel for the purpose.

COMPANIES

At the start of the placement season, the Placement team invites the partner companies to conduct campus recruitments for the year and associate with the institution for various engagement programs. We are open to collaborating and invite thought leadership representation from partner organizations.

A company interested in conducting campus recruitments should express its interest through email and provide a filled-in JAF in the prescribed format detailing the contact details of the Co. spoc and HR in charge along with the profile of the job(s) being offered, remuneration package and eligibility requirements. The JAF serves as an introduction of the job profile for the benefit of the candidates and also informs them of the company's requirements.

A company can submit multiple JAFs for different positions that they wish to offer. The JAF can be submitted to the Placement Cell by email at placement@mccbmr.edu.in ;asgar.ahmed@mccbmr.edu.in

In case of any deviation in the information provided by the Co. in the JAF or the first communication related to the recruitment drive, the same must be informed to the Placement Officer by the Co. spoc. Any changes in the information provided in the JAF/first communication will be allowed only after mutual agreement.

Slot Allocation

All companies, on expression of interest and submission of JAFs, will be allotted available slots/ dates for carrying out respective placement drive as per the institute policy. The company will be offered slots/dates for carrying out placement process on mutual agreement. **The company shall confirm**



through email the required process date/slot and the selection process at least 10 days prior to the process date. The slot/date shall be allotted to the company only after confirmation. In case the company fails to do so, the allotted slot/date may be offered to other companies. Requests for any change in the process date can be entertained subject to availability and if done through emails.

The preference for allotment of slots/ dates to the companies will be on the basis of a matrix comprising of:

1. Brand
2. Package offered
3. No of streams/programs covered
4. Number of hires planned
5. Number of selections done in the previous year(s), if any

Suitable slots (options) shall be shared with the companies and finalized on mutual consent.

Selection Process

The company can decide to choose a selection process as per their discretion, which may include any mix of pre-placement talk (PPT) written test (technical/ aptitude), group discussion, technical interview(s) and HR interview(s). The Placement Cell expects that the visiting company will inform the selection process and its components well in advance for its smooth conduct.

Placement Cell will provide the necessary infrastructure and assistance required to the companies in their selection process.

The companies shall be required to provide the short-list of students for interviews (based on student profiles and/or test performances) to the Placement Cell prior to the start of the interviews. The Placement Cell will inform the short-listed students about the interview schedule once it is finalized.

Final selection of the students shall be made only among the interviewed candidates. It should be noted that the selected candidates must have participated in all rounds of the selection process.

It is expected that the company will provide a list of final selects to the Placement Cell at the end of the day itself. In case further rounds of interviews are required to be held, or the co. needs time to finalize the selects, the same should be communicated to the Placement Cell along with the list of shortlisted candidates. The list of selected/short-listed students should be sent to placement@mccblr.edu.in and asgar.ahmed@mccblr.edu.in from an official/ company email ID.

'On-the-spot' offers should not be made directly to the students, nor should students be given any indication of the selection during or immediately after the selection process. **The companies are expected to hand over the list of selected candidates only to the authorized individuals of the Placement Cell for further processing.**

Once the offers are finalized, the company is required to send the intent and the offer letters to the Placement Cell. They are then disseminated to the selected students. In instances where the students are required to log in to the company's portal to accept the offer, a copy of the offer letter must be shared by the company to the Placement Cell.



The institute follows 'ONE OFFER PER STUDENT' policy. Once a student is offered a job, she/he is not allowed to further participate in the placement process. The participating companies are thus expected to honor their commitments in this regard relating to packages, profile, location and other such information as informed in the JAF. Any change/downgrade from the stated information in JAF is to be formally communicated to the Placement Cell and any downgrade is strongly discouraged and will need to be discussed and dealt on a case-to-case basis between the Placement Officer and the Company representative.

The only instance where a student will be allowed to apply to another (ONE) company is when she/he is offered a salary of less than or equal to INR 3.5 lakhs PA. This is subject to prior formal approval by the Placement Office. In all other circumstances a student is not allowed to reject an offer. Any deviation from this policy under extraordinary circumstances will be dealt with on case-to-case basis.

In the case of **Pre-Placement Offers (PPO)**, the companies are required to keep the Placement Cell updated through mail at the end of the internship period and soon as the PPO is offered.

PLACEMENT PROCESS

Student Registration

The placement process commences from August every year. Prior to the commencement of the placement season, the placement office conducts an orientation to all the final year students briefing them about the opportunities, expectations, eligibility & the process. Interested and eligible students are invited to register for placements as per the notified schedule. It is mandatory to register with the Placement Cell for any student seeking to participate in the placement/internship process on campus.

All candidates are required to provide correct contact and academic information to the Placement Cell. If a student is found to provide any ambiguous/ wrong/ misleading or fraudulent information, the student may be debarred from the placement process. In addition, this may also invite disciplinary action against the student.

1.0 Eligibility criteria for students to enroll for placements:

All full-time students at the institute, mentioned in the below categories and who fulfil the eligible criteria can register for placements.

- a) You are in the final year of any UG program (Students of the NEP batch, exiting the course after completing 3 years)
- b) You are in the final year of any 4-year UG Honors Program (NEP Batch)
- c) You are in the final year of a 3-year Vocational Program
- d) You are in the final year of a 2-year PG program
- e) You are in the first semester of the 1-year PG Program
- f) You are in the final year of a 4-year integrated program (B.Sc.-B.Ed./BA-B.Ed.)

Eligibility criteria

- g) You have an aggregate score of 60% and above
- h) You DO NOT have any ACTIVE BACKLOGS



2.0 Invitation to companies for campus placement drives

The Placement Cell is committed to provide support to the students of the institute for placement and internships. It will make all endeavors to invite and host as many companies as possible. To achieve this, the Placement Cell maintains a database of companies who have visited the institute in the past and strives to onboard new potential recruiters on a regular basis.

Upon receiving the requirements from the recruiting company, the opportunity is floated to all the registered, eligible students (from the relevant streams/programs) and then share the list of interested candidates along with the resumes with the company spoc. The Co. has the liberty to do a profile shortlisting before the commencement of the placement process. However, the shortlisting criteria shall be notified to the Placement Cell in advance.

3.0 Announcement of JAF & Online company registration

Once the Placement Cell has received the JAF(s) from the interested company, the same will be announced to the students. Students are advised to go through the details of the company/job profiles/package/eligibility criteria etc. and if interested in participating, they are required to register in the stipulated time period and format. In most cases it will be required for the students to register both on the co. portal as well as the application form floated by the Placement Cell. This registration is in addition to the student registration for placements and is required to be done for each company the student decides to apply to.

Any student who willingly withdraws/ does not participate in the selection process after registering for it, without any valid reason, will be issued a warning on first such instance. However, if such an instance is repeated, the student will be debarred from participating in the placement process for 30 days. A third time default will result in permanent expulsion for campus placements.

4.0 Eligibility check and notification of student list

At the end of the registration deadline for the respective recruitment drive, the Placement Cell will carry out scrutiny as per the eligibility requirements mentioned by the company in the JAF and the list of eligible students will be shared with the company.

5.0 Recruitment drive

Post receiving the data, the company reaches out with the process details and conducts the recruitment drive either on campus or virtually as per the initial agreement.

6.0 Selection Process

As defined and agreed in the JAF/initial communication by the company.

7.0 Announcement of the selection result

Once the recruitment process is completed, it is expected that the company will provide a list of final selections to the Placement Cell on the same day itself. In case further rounds of interviews are required, or the co. needs more time to finalize the selects, the same should be communicated to the Placement Cell along with the list of shortlisted candidates. The list of selected/shortlisted students should be sent to placement@mccbmr.edu.in and asgar.ahmed@mccbmr.edu.in from an official/



company email ID.

'On-the-spot' offers should not be made directly to the students, nor should students be given any indication of the selection during or immediately after the selection process. **The companies are expected to hand over the list of selected candidates only to the authorized individuals of the Placement Cell for further processing.**

In case, a candidate receives multiple offers due to overlap of recruitment drives/slots, she/he will have to choose one offer on the same day and the final decision of the student will be communicated by the Placement Cell to the company within 24 hours. The Placement Cell strongly recommends the company to have a wait/buffer list of potential candidates. In case a student opts not to accept the offer, the students in the wait list may be considered as per their merit. This wait/buffer list will not be disclosed to the students (by Placement Cell or by the company) and will be released only after receiving confirmation from the company.

Pre-Placement Offers

Pre-Placement Offers (PPOs) are to be routed ONLY through the Placement Cell. Any student receiving a PPO is required to report it immediately to the Placement Cell. Such students, who have already received and accepted a PPO shall not be allowed to further participate in the placement process.

A student who receives a PPO and does not inform the Placement Cell on the same may be debarred from further participating in the placement process and the company notified of the same.

Off-Campus Placement Offers

The students who seek off-campus placements are highly encouraged to provide details to the Placement Cell, so that the company can be officially invited to the campus. Any off-campus offer must be informed to the Placement Cell by the student immediately.

Internships

Internships are integral part of professional education and the institute strongly encourages all its students to take up internships either through the Placement Cell or off-campus. Students are required to take prior approvals pertaining to the timelines and duration from their respective Departments before applying for the internships.

Placement Cell shall also invite companies to provide internship to students. The process of selecting candidates shall be the same as followed for selecting the students for full-time placements.

Based on the programs the internship timelines could be during the semester breaks and (or) during the course of the semester.

The placement policy of the institution will be applicable to all students both for placements as well as for internships.

Code of Conduct

All students should confirm that their behavior is fitting of highest levels of professional conduct, ensuring that all their acts:



- Are of high ethical standards.
- Are not in deviation from the standards/ code of conduct adopted by the institution.
- Use language and actions that are acceptable in the presence of peers, subordinates and/or supervisors.
- Are not detrimental to the reputation of the Institute/ Placement Cell/ Company.
- Do not negatively influence the chances of selection of another student.

Students are not allowed to contact the Company / HR team directly for any reason throughout the recruitment process. In case of any issues or concerns, they are required to contact their Placement Office and seek advice.

Strict action will be taken against students found to be engaged in maligning the college or the Placement Office with the companies. Any grievances are to be brought to the notice of the Placement Officer for resolution.

If a student makes any false claims in the Resume/Student Registration Form, her/his registration will be cancelled immediately and job offer if any, will be revoked. Malpractice in all forms is strictly prohibited and those caught indulging in such activities would be debarred from the placement process.

Strict discipline needs to be followed by every student during the recruitment process. Any sort of indecent behavior/misbehavior which affects the decorum of the Placement Cell or the reputation of the College, will attract severe penalty and disqualification.

For all matters not covered in the above policy, the Placement Office will use its discretion to take appropriate decisions as and when required. The above guidelines are to ensure a smooth process in the best interest of our students, the institution and the participating companies.

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