



Career Guidance and Placement Centre of

Justice Basheer Ahmed Sayeed College for Women
Autonomous, Chennai-18

PLACEMENT POLICY

Preamble

The purpose of the placement policy is to define the overall structure and processes of the Career Guidance and Placement Centre of Justice Basheer Ahmed Sayeed College for Women.

- ◆ All the students eligible for placements shall register with Career Guidance and Placement Centre at the end of 4th Semester and 5th Semester beginning (before the month of July).
- ◆ Campus recruitments for full time jobs are meant only for the eligible students of final year.
- ◆ Campus recruitment for part time jobs are meant only the needy and opted students after thoroughly scrutinized.
- ◆ Students have to be formally dressed with Identity Card on the date of interview/ placements.
- ◆ Students who got offers will be permitted to attend placement drives in other companies regardless of amount of pay package and domain of the company only when 80% students in their respective branches are placed.
- ◆ If any student fails to attend the on and off campus placements after giving her willingness to participate, then she is likely to be blacklisted for the forth coming placement drives.

Code of Conduct:

- ◆ Training & Placement Student coordinators only hold the sole right to deal with Training & Placement matters (Internal or External)
- ◆ Only with the permission of the Training & Placement officer any other student may deal with Training & Placement matters.
- ◆ All post job-offer communication between student and company should be channelized through the placement cell.
- ◆ Direct communications with the company officials is not allowed.
- ◆ It is mandatory for the students to register in the company to participate in the placement process of the company.
- ◆ Attendance in Pre-Placement Talk is mandatory after registration, to be eligible for further placement process.
- ◆ 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 she will be debarred and will not be allowed to appear in any other further placement event.
- ◆ Any kind of misbehaviour/complaints reported by the company officials will be taken seriously and if proven, the student will be debarred from future campus placements/Blacklisted**.
- ◆ Placed students either through TPO or otherwise (i.e. self) have to inform TPO for records.
- ◆ Students aspiring to go for higher education either in INDIA or abroad or choose any other career options outside the TPO, shall share their intention in writing with the TPO before the commencement of 5th semester.
- ◆ In case of job fair , students should attend as per the instruction of TPO.

