

# ST. TERESA'S COLLEGE (AUTONOMOUS) ERNAKULAM

## PLACEMENT POLICY AND GUIDELINES

### 1. Introduction

The Placement Policy of St. Teresa's College (Autonomous) Ernakulam aims to facilitate students' transition from academia to professional careers by providing resources, guidance, and placement opportunities. The Placement Cell ensures that students are equipped with the necessary skills and opportunities to secure relevant employment.

### 2. Scope

This policy applies to all undergraduate and postgraduate students enrolled in various programmes at St. Teresa's College, Ernakulam, who wish to participate in campus placement activities.

### 3. Objectives

- To enhance employability by providing structured training and career guidance.
- To build strong relationships with industries, NGOs, and other employers.
- To ensure students are adequately prepared for job market challenges

### 4. Placement Cell Structure

The Placement Cell at St. Teresa's College is comprised of the following members:

- **Placement Officer:** Faculty members who leads and oversees all placement activities.
- **Faculty Core Team:** Faculty members representing each department.
- **Student Core Team:** students who coordinate activities with their respective classes.
- **Alumni Relations Officer:** Engages alumni to provide mentorship and career advice to current students.

- **PTA Relations Officer:** Engage PTA members to provide mentorship and placement opportunities to students.

## 5. Eligibility Criteria:

To be eligible for placement services, students must:

- i) Have enrolled to the placement cell via a nominal registration fee.
- ii) Have completed all academic requirements for their program.
- iii) Maintain a minimum academic performance threshold as specified by the college.
- iv) Participate in placement preparation activities organized by the Placement Cell.

## 6. Responsibilities

### 6.1. Responsibilities of the Placement Cell

- ✓ **Facilitation:** Invite and coordinate with organizations for campus recruitment drives.
- ✓ **Training:** Organize workshops on soft skills, resume building, group discussions, and interview techniques.
- ✓ **Support:** Provide information regarding job opportunities and assist students in the placement process.
- ✓ **Transparency:** Ensure fair and transparent recruitment procedures for all students.
- ✓ **Industry Engagement:** Build and maintain relationships with various industries for internships and job placements.

### 6.2. Responsibilities of Students

- a) **Participation:** Actively engage in placement preparation sessions.
- b) **Documentation:** Submit accurate CVs and application materials on time.
- c) **Professionalism:** Maintain a high standard of conduct throughout the recruitment process.
- d) **Commitment:** Honor job offers and abide by the rules of the placement process.

## 7. Placement Process

The placement process includes the following steps:

1. **Recruitment Invitation:** Organizations are invited through the Placement Cell with the help of the Placement Brochure.
2. **Pre-placement Presentation:** Companies provide an overview of job profiles, compensation, and other details during pre-placement talks or will be floated through emails or WhatsApp groups. After this, student coordinators will initiate the registration process with the consent of the placement coordinator.
3. **Selection Process:** This involves a combination of written tests, group discussions, and personal interviews.
4. **Offer Letter:** Successful students are provided offer letters, which must be acknowledged in writing.
5. **Confirmation:** Students must confirm their job offer acceptance with the Placement Cell.

## 8. Pre-Placement Preparation

Students will be prepared for placements through:

- **Workshops:** Focused on resume writing, communication skills, and interview techniques.
- **Mock Interviews:** Simulating real-life interview scenarios to build confidence.
- **Aptitude Tests:** Designed to improve students' problem-solving abilities and logical reasoning skills.

Information about company placement schedules, job details and compensation packages for final placement will be put up on the Whatsapp Group and shared on Institute email. It is the student's duty to check the email regularly for updates and apply. Students should prepare well by going through the placement schedule, job description and job location and apply for the same by filling in details as per the format provided.

## 9. General Instructions for Campus Placements

- Students studying in final year courses wishing to be considered for programs of the placement services should register in the prescribed format (Placement Application Form as a Google form) to the Placement Officer/Coordinator with the payment of a nominal registration fee.

- Students should carry copies of their CVs and Marks Cards in a folder along with passport size photographs and ID cards for the process.
- Dress code for the process is formal. Students should be in time for the placement process and latecomers will not be entertained.
- Leaving in between the process is not encouraged except that a student has the option not to take part in the process after the initial presentation is made by the company/organization.
- Once a student is selected by an organization, as a rule he/she will not be allowed for further attempts in other organizations unless she is appearing for a higher JD. Students are expected not to violate the same.
- Registered students are expected to stay in touch with their respective class Student Placement Representatives on a regular basis. The Student Placement Representative will in turn report to the Department Placement Co-ordinator/ Placement Officer.
- Registered students called for campus selection process should make a serious attempt to secure the job offers and should not take the selection process casually. Rejection of preplacement offer letters by the student is not encouraged.

Once a student has applied for a company, it is mandatory to report on the day of presentation. Not attending the Pre-Placement Talk or other on-campus recruitment events after registering for the same will amount to misconduct and students will be subject to disciplinary actions as decided by the college authorities.

However, in the first instance of such misconduct, a suspension of up to 30 days may be given and suspension can be revoked after 30 (thirty) days on the recommendation of the academic mentor or Placement Office with a written undertaking not to repeat the misconduct. If the same misconduct is repeated by the student at any time in the future, the Placement Office may decide to debar the student from the placement process. All decisions of the Placement Office/ College authorities are final and binding in this matter.

## **10. Job Offers Through Placement Office**

- Students will be provided a maximum of one (1) offer through on-campus placement, subject to meeting the criteria for the same.

- Students need to inform the Placement Office by email and in person as soon as the job offer has been accepted through email/ mail.
- Once a student has accepted an offer and/or joined a company, students will not be permitted to apply for any other company through Institute Placement Office unless another higher JD comes up. One-year work commitment with the company is mandatory.
- Student once facilitated job offer should abide the rules and the regulations of the employer. The College has no control on the administrative system and procedures of the employer's companies. Student once terminated from internship offer or final placement offer is not eligible for campus hiring from the College again.

Students need to apply for and collect a No Objection Certificate (NOC) from the College before joining the company and shall clear all pending dues prior to joining. The College may take disciplinary action against students who fail to adhere to this guideline, and may also withhold processing of student's final degree certificate and transcripts in such circumstances. Students may also be penalised with a fine as deemed appropriate by the Management.

## **11. Penalties for Non-Compliance**

- Every student of St. Teresa's College (Autonomous), Ernakulam is expected to honour the job offers as provided by companies through the campus recruitment/Placement Office.
- To withdraw from an accepted job offer damages not only the student's future professional reputation, but also negatively impacts other students and the Institute's image. Such actions spoil College's relationship with the employer who may decide not to hire from the Institute in the future.
- The withdrawal of an accepted job offer is a serious breach of the Rules and Regulations laid out by the Institute and is subject to immediate debarring of the student from the placement process.
- No student is allowed to directly interact with or contact the company's executives during or after the selection process unless authorized by the Placement Office. Non-compliance will result in debarring of the student from the Placement Process for a period of 30 (thirty) days. If the same misconduct is repeated by the student, the Placement Office may decide to debar the student from the Placement Process. All decisions of the Placement Office are final and binding in this matter.

- Purposefully providing false or inaccurate information in CVs, cover letters, emails or in any other form of communication, including official verbal statements such as interviews is also breach of the Institute's Rules and Regulations, and may result in debarring from the Placement Process. Any decision regarding the same would be taken by the Placement Office. All decisions of the Placement Office are final and binding in this matter.

## **12. Internship Programmes**

The Placement Cell coordinates internships aligned with the academic calendar to enhance students' professional exposure. Students are encouraged to participate in internships during their studies to gain practical experience in their respective fields.

## **13. Confidentiality**

The Placement Cell will maintain confidentiality of all student-related information shared with potential employers. Personal data and academic records will only be shared with the student's consent.

## **14. Industry Partnerships and Collaboration**

The Placement Cell will maintain collaborations with industry leaders, NGOs, and research institutions for internships, placements, and training opportunities. Alumni and PTA connections will be fostered to assist students with mentorship and career opportunities. A formal alumni/PTA mentorship programme will be established to guide students in their career choices.

## **15. Grievance Redressal Mechanism**

Students may submit any grievances related to the placement process to the Placement Officer, who will review the case with the Student Grievance Redressal Committee. The committee will address the issue within a stipulated timeframe and provide appropriate resolutions.

## **16. Amendments**

This Placement Policy will be reviewed and updated annually to ensure it reflects the current needs of students and industry practices. Any changes will be communicated to students and faculty through official college channels.

## **17. Review and Monitoring**

The Placement Officer, along with the Faculty Core Team, will monitor the placement activities and evaluate their success based on the number of students placed, industry feedback, and student performance. Regular feedback will be collected from recruiters to improve placement strategies and ensure students are better prepared for future opportunities.

## **18. Tracking of Placement Data**

Detailed records of student placements, including salary packages, job profiles, and industry sectors, will be maintained. Placement outcomes will be periodically reviewed to identify areas for improvement in training and employer engagement.