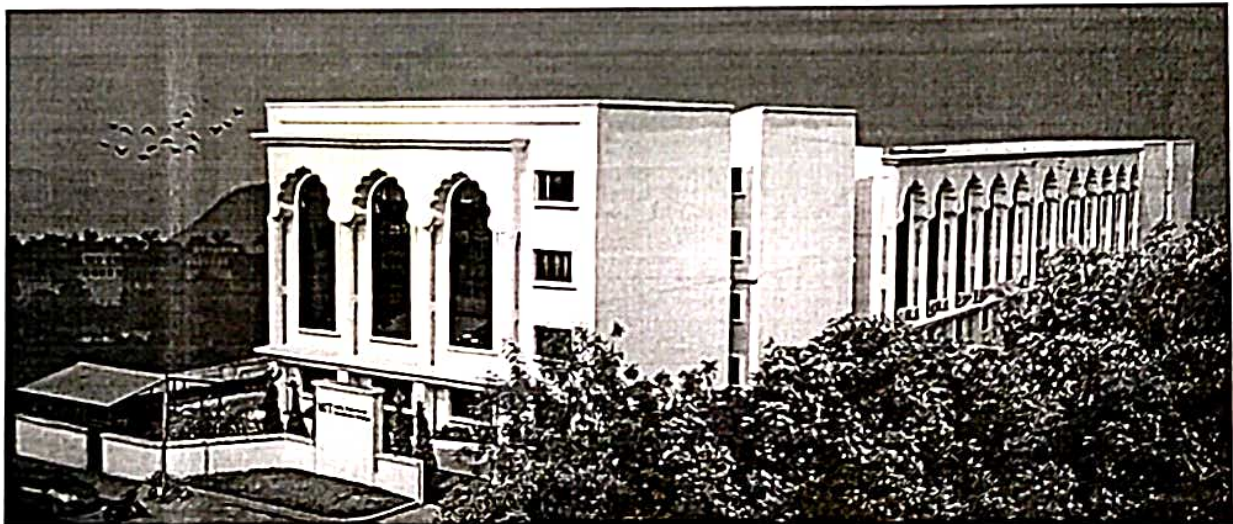


MAEER's

MIT | **Arts, Commerce
& Science College**

(Affiliated to Savitribai Phule Pune University)



Policy & Procedure

Training & Placement Cell

(To be implemented from Academic Year 2021-22)

Training and Placement Cell

Date: 27-09-2021

POLICY & PROCEDURE

- Final year students who are seeking employment should register with the Training & Placement Cell for campus placements.
- Only registered students will avail the placement facility.
- The details of the resume have to be genuine. Any student found violating this rule, he/she may not be allowed for the placements for the rest of the academic year.
- 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.
- Students found cheating or misbehaving in the selection process (PPT/Test/Group Discussion/Interview) will be disallowed from the placements for the rest of the academic year.
- It is **COMPULSORY** for all eligible and registered students to attend all the drives scheduled, failing to do so (without any prior information or genuine reason) he/she may not be allowed for the upcoming placement drive.



- Students should be ready 15-minutes before the placement drive starts. This includes telephonic/video call/face to face interview. If you fail to attend, you will be marked absent.
- It is the responsibility of the students to check announcements/notices/updated information/shortlisted names etc. on the notice boards/Mail/Whatsapp Group/ERP.
- A student who gets shortlisted is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws in the midst of a selection process will be disallowed from placement for the rest of the academic year.
- Late Comers for Aptitude Test/ Group Discussion / Interview will not be allowed to appear for the selection process.

It is mandatory to submit a copy of the Offer Letter to the Training & Placement Cell.

- A student is allowed (as per eligibility criteria set by the companies) to appear in the ongoing placement process for multiple companies.
- If a student receives more than one offer owing to a delay in the announcements of results by the companies, he/she is bound to accept the job offer whose results are declared earlier.
- Students must be formally dressed whenever they participate in any sort of interaction with a company. The Training & Placement Cell reserves the right to refuse permission to a student to attend the selection process if their attire is unsatisfactory.
- Students must carry their college Identity-cards during interviews and screening tests. No one would be allowed to enter the test/interview venue without the college Identity-card.
- All students are advised to carry the following documents during the Placement drives:-
 - Resume (Two copies)
 - Passport size latest photographs (Two copies)



- All communication either received from the HR Department or replied, a CC should be marked to the Training & Placement Cell. (placement@mitacsc.ac.in / placement1@mitacsc.ac.in / placement2@mitacsc.ac.in)
- For all matters not covered by the above regulations, the Training & Placement Cell has implemented STANDARD OPERATING PROCEDURE (SOP), from the AY 2021-22. [SOP LINK](#)
- Moreover, the Training & Placement Cell has full rights to change/modify the rules from time to time as and when required. It will use its discretion to take appropriate decisions. The decision of the Training & Placement Cell will be final and bound to all the students.
- For any clarification contact - 020 - 39875128-29-30



Mr. Deepak S. Patil
Training and Placement Officer



Dr. B. B. Waphare
Principal