



Placement Policy

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1. Introduction

Placement Cell at St. Aloysius College (Autonomous) Jabalpur is committed towards assisting its students in their progression and to provide them various career opportunities across various disciplines. It renders support to its students by organising various training and career counselling sessions to equip them with employability skills. It endeavours to conduct several campus recruitment drives to offer multitude options to students from various streams.

The Placement Committee of the college is responsible for executing the placement activities in adherence to college's guidelines. This policy framework governs the student's participation in the placement activities of the college.

2. Placement Guidelines

- At the commencement of each academic session, placement committee comprising of placement officer, faculties from various disciplines would be constituted by the Head of the Institution. Further, student coordinators would also be appointed to assist in the placement process.
- Placement cell would facilitate the placement of eligible students in the final year.
- There is no restriction to all registered and eligible students on appearing in interviews till they secure job.
- Upon successful registration with the college placement cell, the student would be required to participate in all the activities which are conducted on time to time basis.
- If student gets one offer at the end of a day, he/she has to take decision and accept the offer.
- A student who has received two job offers shall not be allowed to participate in any other campus placement drive.
- At the end of the placement season, TPO may decide to call some companies only for the unplaced students to help them to secure job.

3. Process of Registration for Students

- The process of registration for fifth semester students starts from first week of August every year.
- The placement facility is available to all passed final year students if registered with Placement cell for placements. Any Student not registered is not eligible for placement opportunities.

- Students are required to fill up the Placement registration form for expressing interest in campus placements. Upon successful submission of form, the students would receive the link for college placement group through which all placement and training related communications would take place.
- Recruiting companies will inform the Institute about their requirements, role descriptions, eligibility norms, and the remuneration packages being offered. These details will be shared with students through the Placement Committee. Students will be able to decide about participating in the company's recruitment process depending upon their interest, suitability, specializations, and career interests.
- Resumes and the required details of interested and/or suitable students will be sent to the recruiting organization, based on which the company will notify a shortlist of students.
- Shortlisted students will be informed about the selection process, which may include one or more of the following: Personal or online assessment, Telephonic interview, Case Discussion, Group Discussion, Multiple rounds of Interviews. These may be conducted on the Institute campus or at other premises chosen by the company.
- Students may be required to go to the company's office or other pool campus locations for final placements as decided by the company.
- After the Pre-Placement talk for Final Placement, student/s can withdraw his/her candidature. Once the company's placement process commences, students will not be allowed to withdraw.
- It shall be mandatory for shortlisted students to appear for the interview. Absence from the interview would result in debarring such student(s) from the placement assistance process.
- If a student gets a pre-placement offer (PPO) from an organization, he/she will be considered as campus placed and will not be eligible for further placement assistance from the Institute.

4. Student Code of Conduct

- The recruiting agency views the student as an ambassador of the University. Students shall therefore display civility and ethical behaviour during the placement process.
- No discussion with the recruiters regarding selection shall be done except by the authorised person.
- It is mandatory for all students appearing for any process of campus drive to come in formals.
- Students must keep their Identity Card with them at the time of Pre-Placement Talk (PPT) /Test/Group Discussion / Personal Interviews and produce the same when demanded by the visiting team or Placement cell.
- Students are also requested to forward contacts they have, if any, in different companies so that TPO may formally invite these companies for placements.
- All post job-offer communication between student and company should be channelized only through the placement cell.
- Direct communication with the company officials is not allowed.

- It is mandatory for students to register for the company to participate in the placement process of the company.
- Attendance in PPT 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 a Company cannot quit in between. If a student quits in between the process, then he/she will be debarred and will not be allowed to appear in any other future placement event. Student has a fair chance to inform their decision of not continuing for the placement process to TPO.
- For the Pool campus drives in other college or if the company conducts any round outside the campus, the students who have registered / selected should compulsorily participate in the process. Students remaining absent in such cases will be debarred for any further placement opportunities.
- 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.
- If student is blacklisted then he/she can approach placement committee to make formal request for removal from blacklist. Decision of the Principal in the same matter will be final and binding. Once student is blacklisted, he/she is debarred from placement process.

5. Selection Process

- The selection process shall include several rounds as decided by the company. Each round shall correspond to group discussion, personal interview, aptitude test or telephonic interview, as the case may be. All the rounds included, shall be conducted virtually or physically on the day of placement drive.
- It shall be mandatory for shortlisted students to appear for leftover rounds. As such, students, if absent, shall be debarred from further participation in placement drive.
- In some cases, students shall be required to visit the company's office for final interview as may be decided by the company.

(A) Accepting an Offer

- The company shall provide selection list and/or offer letters to the Placement Office and not directly to the students.
- When the Cell receives an offer letter from a company for a student, it shall communicate the same to her/him.
- A time period will be declared within which the students have to inform the Cell regarding his/her decision on the offer. If he/she fails to do so, it shall be assumed that the offer has been rejected by him/her.

- Proper due-diligence should be done before formally accepting a job offer. Declining an offer, after formal acceptance, is violation of code-of-conduct & will be dealt accordingly.
- A student who has accepted an offer is expected to join on the given joining date.
- The college does not encourage early joining as it disrupts the academic vigour. However, if a company indicates early joining in their offer letters and the student is willing to join early, then student shall have to give an undertaking whereby he/she shall diligently undertake the assignments given to him /her and report to the concerned faculty member on mutually agreed days. The student shall be required to appear in the midterm and end semester examinations as per regular academic schedule.

(B) Non-Acceptance due to Further Studies

- If a student does not accept an offer because of him/her pursuing higher studies (in India or abroad), the student needs to inform the placement cell as soon as possible along with the letter/offer received from the institution.

6. Appendix – Placement Registration form

Section 1 of 2

SAC Placement Cell Registration 2024-25

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Form description

Name *

Short answer text

Class *

1. BA
2. BSC
3. BCOM

4. BCA
5. BBA
6. MA
7. MSC
8. Mcom

After section 1 Continue to next section



Section 2 of 2

Email *

Short answer text

Contact Number *

Short answer text

Are you willing for Campus placement? *

Yes

No