



THE PLACEMENT CELL  
SHRI RAM COLLEGE OF COMMERCE

Student Policy

Placement Season 2018-19

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## PREAMBLE

The Placement Cell stands committed to help all the students registered with itself to have a congenial experience throughout the Placement Season 2018-19 and get the best placements on offer. It is our constant endeavour to serve our stakeholders to the best of our capacity and create a conducive atmosphere for the establishment of a synergistic conjunction of the recruiters and the student community.

## CHAPTER 1 CODE OF ASSOCIATION

### *Article 1 Convener*

The Convener is the highest authority for decisions concerning placements that take place through the Cell. His/her decisions shall be final for matters pertinent to campus placements.

### *Article 2 Eligibility and Registration*

- a. All final year students enrolled in Shri Ram College of Commerce are eligible to participate in the recruitment processes for campus placements through the Placement Cell.
- b. All the eligible students who are interested in campus placements are required to register themselves with the Placement Cell through the website to qualify as a beneficiary of the Placement Cell's services.
- c. Student registration for placements will be done at the beginning of the placement season and the same may also be affected anytime during the year subject to approval of the Cell.
- d. Once a student voluntarily de-registers himself/herself from the Placement Cell, he/she shall not be registered back.

**Note:** Campus placement is a facility provided to the students and thus, **registration is not compulsory**. Students not interested in placements are not required to register with the Placement Cell.

### *Article 3 Reconciliation of Disputes*

In case of any dispute, the decision of the Placement Cell will be final and binding.

### *Article 4 Private Communication*

The Placement Cell strictly forbids any private communication between the company and the students in any manner for any reason whatsoever. Any communication without keeping the Placement Cell in loop may lead to cancellation of the registration of such student. If the

communication was by the student without prior approval from the Placement Cell, the Cell shall reserve the right to take necessary actions against the student.

## CHAPTER 2 THE PLACEMENT SEASON AND TERMS

### *Article 5*

For the batch of 2018-19, the placement season commences in August 2018 and ends in April 2019.

The Placement Session 2018-19 shall be divided into two terms i.e. the First from August 2018 to October 2018 and the Second from January 2019 to April 2019.

The placement season shall exclude the following:

- Mid-Semester breaks (to be notified as per the academic calendar to be issued by the University of Delhi)
- Examination period (to be notified as per the academic calendar to be issued by the University of Delhi)
- National holidays
- Any such other period as deemed fit by the Placement Cell (to be notified well in advance to the companies)

No placement activity will be conducted outside the specified placement season; however, the Placement Cell reserves the right to conduct placement activity(ies) outside the aforementioned placement season.

## CHAPTER 3 THE PLACEMENT CELL WEBSITE

All provisions enlisted under Chapter 4 (Articles 6-7) pertain to the Placement Cell's Website, henceforth operative at [www.placementcell.srcc.edu](http://www.placementcell.srcc.edu), and referred to as the Website.

### *Article 6*

All students seeking placements from the Placement Cell shall have to compulsory register themselves on the Website by complying with the procedure, as specified by the Cell. Only students with a valid and a continuing registration on the Website will be allowed to apply to a company. All the students registered with the Placement Cell shall be governed by the rules, regulations and policy terms of the Cell.

### *Article 7*

- a. In case of server outage, the Placement Cell reserves the right to adopt any alternative to website as it deems fit. Such an alternative shall replace the Website for all operations

applicable for the period. All correspondence between the students and the Cell shall take place through the determined medium.

- b. The Placement Cell shall decide the response time pertaining to any technical glitch arising in the website. During this time frame, all communication shall take place through the email address of the Placement Cell.

## CHAPTER 4 CATEGORIZATION OF COMPANIES

### *Article 8*

All the companies visiting the campus shall be subject to classification only under the three categories as mentioned below:

Category	Yearly Cash Component (CC) Range (in ₹)*
A3	03,00,000 – 07,00,000
A2	07,00,000 – 11,00,000
A1	11,00,000 and above

\*The categories are in exclusive series

### *Article 9*

#### *Cash Component (CC)*

1. For the Student Policy 2018-19, cash component (CC) includes only the fixed amounts that are contractually recurring on an annual basis and are realisable in cash, irrespective of the performance of the candidate and shall include only the following components (prior to deduction of employee PF, if applicable):
  - Basic Pay
  - Dearness Allowance
  - House Rent Allowance
  - Special Allowance (For any purpose payable to all selected candidates on an annually/monthly recurring basis)
  - Transportation Allowance
  - Employer's Contribution to Provident Fund
  
2. The CC specifically **excludes** all the following:
  - Reimbursements of any nature payable after submission of bills like medical / LTA etc.
  - Any amount contributed by the Company towards Gratuity\*;
  - Any amount contributed by the Company towards Individual/Group insurance;
  - Any soft loans given by the company for any purpose whether repayable monthly or not;
  - Cost of any professional training given or sponsored by the company;

- Any joining bonus/shifting allowance/temporary residential allowance etc.;
- Any yearly bonus or performance bonus (by any name);
- Any gifts for any purpose;
- Any Employee stock option or stock scheme;
- Any other perquisite as defined in the Income Tax Act.

\*If a company pays Gratuity irrespective of the tenure of employment, then Gratuity may be included in the CC.

#### *Article 10*

Apart from the Cash Component, the Placement Cell shall take into account certain qualitative factors while determining the category of a particular company. The Placement Cell reserves the exclusive right to re-align the categorization in the best interest of the company(ies) and the students of SRCC.

## CHAPTER 5 PLACEMENT PROCESS

#### *Article 11*

##### *Application guidelines*

- a. Applications to the companies shall be facilitated only through the Placement Cell website.
- b. All eligible students can apply for any number of companies starting from August till the placement season ends. This shall, however, be subject to the guidelines iterated in 'Article 20' of this document.
- c. **No application shall be accepted after the deadline has elapsed, under any circumstances.**

#### *Article 12*

##### *Withdrawal of application*

- a. The student can withdraw his/her application to a company **only** if the deadline for submitting the application has not elapsed. **There can be no withdrawals after lapse of the stipulated time.**
- b. The student may also reapply to a company that he/she had earlier withdrawn from, **provided** the application deadline for the company has not yet elapsed.
- c. Once the deadline for application has elapsed, the rules and regulations mentioned in 'Article 18' will be applicable.
- d. Student can also withdraw his/her application after the Pre-placement Talk subject to provisions mentioned in 'Article 13'.

#### *Article 13*

##### *Pre-placement talk (PPT)*

- a. All information regarding PPT shall be notified via the Placement Cell website.
- b. It is mandatory for all the students to attend the PPT of the company(s) that they have applied for.
- c. Attendance will be taken for the PPTs. In case of any absence, the student shall be penalized as per provisions mentioned in 'Chapter 6'.

- d. Students can withdraw from the further process of a company after the PPT, subject to company guidelines. However, in case of CV shortlisting before the PPT, the student will not be allowed to withdraw his/her application anytime during the process. Violation of the same will lead to consequences as stated in 'Chapter 6'.
- e. Any student who wishes to withdraw from the process after the PPT must inform the student coordinator within the time and mode specified by the student coordinator. Any withdrawal not in accordance with the mentioned provision shall be deemed invalid.
- f. Students should be formally dressed during the PPT, failing which the Placement Cell reserves the right to take apposite disciplinary action as specified under 'Chapter 6'.

## CHAPTER 6 PENALTY STRUCTURE

A student is awarded **3 exemptions** in the beginning of the Placement season which can be availed in the situations enumerated in 'Article 14' and Article 15'.

### *Article 14*

When a student is unable to attend a PPT due to genuine reasons, he/she can avail an exemption by sending a mail to team GRC along with necessary proof(s). The said mail needs to be sent, either before the PPT takes place or within a period of two days at most from the date of PPT, failing which the reasons shall be deemed to be lacking genuineness and be subject to disciplinary action as deemed fit.

### *Article 15*

#### *Non-compliance to dress code/ non-compliance to punctuality*

An exemption shall be used up in the following circumstances:

- On occasion of being late for any PPT twice
- On occasion of non-adherence to the stipulated formal dress code twice
- On occasion of being late for a PPT once, and not adhering to the stipulated formal dress code the other time, vice versa

In any of the above cases, it shall be upon the Placement Cell's discretion to allow/ disallow a student from participating in the placement process.

### *Article 16*

#### *Fine Mechanism*

Once the awarded exemptions are exhausted the student shall be penalised in case of contravention of the policy in the following manner:

- First time - Fine of ₹500
- Second time - Fine of ₹750
- Third time - Fine of ₹1,000
- Any non-compliance beyond third time will result in permanent blacklisting of the student for the entire placement season making him/her ineligible to apply for any companies thereafter.

You are requested to refer to the "Website Student Manual 2018-19" for further clarification about the clearance of fines imposed.

## Article 17

### *Absence from the placement process*

If for whatsoever reason the student remains absent from any stage/round of the selection process, he/she is mandatorily required to pay a fine of ₹1500 and would not be allowed to take part in the placements till he/she clears the dues. You are requested to refer to the “Website Student Manual 2018-19” for further clarification about the payment of dues.

## Article 18

Impersonation in tests or any kind of malpractice is a serious offence. Any student found guilty of such an offence would be deregistered and blacklisted immediately and will be referred to the concerned authorities for disciplinary action.

Any other act deemed to be inconsistent with the generally acceptable demeanour shall be dealt with strictly and the decision of the Cell shall be final and binding in this regard.

## CHAPTER 7 FINAL OFFER

### Article 19

#### *Category A1 companies in the months of August/September*

The students are eligible to sit for all category A1 companies visiting the campus before the date for common declaration of results. Post that date, students already placed in a category A1 company shall be ineligible to sit for the placement process of any other company.

Upon the announcement of results, three cases may arise:

Case 1: A student gets placed in only one Category A1 company.

In such a case the student can choose if he/she wants to accept or reject such an offer. Irrespective of the decision, the student is deemed to be placed by the Cell and stands ineligible to apply for any other company.

Case 2: A student is offered a placement in more than one Category A1 company.

The student shall be permitted to accept the offer of at most one company. All other offers shall be deemed to have been rejected. Irrespective of the decision of acceptance or rejection, the student is deemed to be placed by the Cell and stands ineligible to apply for any other company.

Case 3: A student is placed in one Category A1 company and is waitlisted in another.

The student would have to compulsorily choose the company in which he/she is already placed, if at all chosen. Irrespective of the decision, the student is deemed to be placed by the Cell and stands ineligible to apply for any other company.

## Article 20

### *Eligibility*

A student who secures placement in a company of a particular category shall be deemed ineligible to apply for placement in a company, falling in the same category or a lower one.

- a. Students placed in company of a particular category can apply only for a higher category company. He/she cannot apply for a company in the same or lower category in any case, whatsoever. For example: A student placed in a Category A1 company cannot sit for any



company coming to campus while a student already placed in a Category A2 company can sit for the placement process of only Category A1 companies. Similarly, a student placed in Category A3 company shall be eligible to make an application to Category A2 and Category A1 companies.

- b. The student must opt out of any process that he/she might be engaged in, of a lower or same category company when the final result bearing his/her name is confirmed by the Cell.

### *Article 21* *Candidate's Choice*

- a. In the event of a student getting placement offers from multiple companies contemporaneously (within a period of 24 hours), the final choice of selecting one of the offers is left to the discretion of the student concerned, when the offers are received from the companies belonging to the same category.
- b. In case two or more companies falling in the same category announce their results (not within a time period of 24 hours from each other), then the result which was announced first shall be binding and all other results shall be null and void.

### *Article 22* *Waitlisted Candidates*

If the name of any candidate features on the waitlist of any company,

- a. He/she shall not be considered placed until the Cell confirms the fact of the student being placed
- b. All prerogatives as contained in 'Article 20' shall remain intact for such a candidate.
- c. As soon as any vacancy is created in such a company, the candidate whose name appears first in the waitlist shall get clearance first. This shall have the following effects:

The candidate getting clearance shall be considered placed and article 'Article 20' shall apply.

The second name mentioned in the waitlist becomes the first mentioned and he/she becomes eligible for clearance in case of further vacancy and so on.

### *Article 23* *Acceptance of an offer*

After the announcement of the final result, the student would be required to accept or reject the offer within 48 hours of declaration of the result. In case the offer is not accepted within 48 hours, it shall be deemed to be accepted by the student and the same would get communicated to the company.

### *Article 24* *Rejection of an offer*

Rejection of an offer shall still tantamount to being considered placed and the student shall be subject to the provisions of 'Article 20' above. Regardless of the candidate's acceptance/rejection, the Cell shall count an offer as a placement and no one shall be allowed to plead the fact of rejection of an offer to avail benefits available to an unplaced candidate.

*Article 25*  
*Pre-Placement Offer*

If a student has been offered a Pre-Placement Offer (PPO) from the company he/she has interned at, the student is to communicate his/her acceptance or rejection for the same within 48 hours (w.e.f. the date on which the PPO has been made) to the Placement Cell at [grc.placementcell@srcc.du.ac.in](mailto:grc.placementcell@srcc.du.ac.in).

- a. If the student accepts the offer, he/she will not be allowed to sit for the placement procedure of the companies falling in/below the category of the company from which the PPO has been made.
- b. If the student rejects the offer,
  - i. He/she cannot sit for the placement procedure of that particular company if it comes for campus placement for the same profile.
  - ii. He/she can sit for the placement procedure of any other company consistent with 'Article 20'.

Note: If no communication is received within 48 hours regarding acceptance or rejection of the Pre-Placement offer, the Placement Cell will consider the same as accepted and the student will be bound by the above mentioned restrictions.

*Article 26*  
*Articleship*

- a. All the companies visiting campus for articleship profile shall be classified as Category A3.
- b. A student selected for an articleship profile would be considered placed in category A3 company and 'Article 20' shall apply on such an offer.

## CHAPTER 8

### CV VETTING AND VERIFICATION

*Article 27*

The Placement Cell shall undertake screening of the Curricula Vitae of all the students registered with the Cell. As per the CV Vetting Manual 2018-19, the Cell shall ensure that the following headers in the students' CVs are in line with valid tangible evidences:

- Examination Marks (School and University)
- Academic Achievements
- Research Projects
- Internships (Profile, Institution and Duration)
- Positions of Responsibility (Position and Organisation)
- International Programmes
- Extracurricular Achievements
- Any other Position or Role or Achievement mentioned in the CV

## GENERAL GUIDELINES

1. All the formalities related to the application processes should be completed strictly before the deadline. Any submission or rectification shall not be entertained post the deadline in any circumstances.
2. Withdrawal from the processes will be allowed within the deadline only. Any withdrawal post the deadline will lead to deregistration of the student along with a fine.
3. All the applicants are required to reach the given venue for the processes at least 15 minutes prior to the scheduled time.
4. The Placement Cell shall keep a record of late arrival for processes and action shall be taken accordingly.
5. Students are advised to keep themselves free for the entire process day. Processes may extend post the scheduled time due to unforeseen circumstances.
6. Do not leave the venue unless explicitly allowed to do so. The Placement Cell shall not be responsible for an opportunity lost due to non-availability of the students.
7. Check your student's portal on the placement cell ID regularly. The Placement Cell shall not be liable in case of any loss accruing to any student on account of ignorance of notifications, delay in reading notices or non-receipt of notices.
8. Notify the Placement Cell in case of any direct communication by the company. The Placement Cell shall not be liable for the information not directed via the Placement Cell.
9. Students must carry their ID cards at all times during their interviews, and other placement processes. No one will be allowed to enter the process venue in the absence of the ID card.
10. Adequate arrangements need to be made for online tests. Students are required to carry a fully charged laptop and their own internet connection. The Placement Cell is not responsible for providing the necessary requirements.
11. Please keep your Curriculum Vitae (CV) updated and have a rough draft of a Cover Letter ready.
12. In case any student wants to update his/her CV, then they can do so in the last two working days of the last week of every month (August onwards).
13. Students are required to present only the stamped CV(s) in interview. Non-stamped CV(s) shall not be accepted.
14. Students must be formally dressed whenever they participate in any sort of interaction with a company. The Placement Cell reserves the right to admission to students if their attire is found to be unsatisfactory in accordance to the formal attire guidelines provided to all the students.
15. Keep two sets of formals with you at any time as there can be a tight schedule with back to back companies.
16. Get your attendance properly marked on the day of PPTs. Attendance is the responsibility of the students, so please get yourself marked.
17. On the day of the process, please carry at least 3 copies of your CV and two passport size photographs irrespective of the whether asked or not.
18. In case of an emergency or a query, contact GRC. Kindly refer to GRC guideline for further information.