



THE PLACEMENT CELL
SHRI RAM COLLEGE OF COMMERCE

Recruiter Policy

Placement Season 2019-20

Table of Contents

CHAPTER 1: PRINCIPLES AND PURPOSE.....	3
CHAPTER 2: THE PLACEMENT SEASON AND TERMS	3
CHAPTER 3: CODE OF ASSOCIATION	4
CHAPTER 4: OPERATIVE PROVISIONS.....	5
CHAPTER 5: CATEGORIZATION OF COMPANIES	6
CHAPTER 6: DATE ALLOCATION AND PLACEMENT PROCESS	7
CHAPTER 7: PRE-PLACEMENT OFFER	9
CHAPTER 8: CV VETTING AND VERIFICATION.....	10

CHAPTER 1

PRINCIPLES AND PURPOSE

Article 1

Mission Statement

The Placement Cell stands committed towards creating and facilitating opportunities for the growth and development of undergraduate talent at SRCC.

Article 2

Preamble

The Placement Cell strives to help all recruiters associated with the Cell to conduct their placement drives during the placement season in a time bound, hassle-free, judicious and mutually beneficial manner. It is the constant endeavour of the Cell to serve its stakeholders to the best of its capability and create a conducive atmosphere for the establishment of a synergistic conjunction of recruiters and students.

Article 3

All companies participating in campus recruitment of undergraduates at SRCC and all the students registered with the Placement Cell shall be governed by the rules, regulations and policy terms of the Cell.

Article 4

Convener

The Convener is the highest authority for all decisions concerning placements that are taken by the Cell.

Article 5

Reconciliation of Dispute(s)

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

CHAPTER 2

THE PLACEMENT SEASON AND TERMS

Article 6

For the batch of 2020, the placement season commences in the month of July 2019 and ends in the month of May 2020.

The Placement Season 2019-20 shall be divided into two terms i.e. the first from July 2019 to December 2019 and the second from January 2020 to May 2020.

The placement season shall exclude the following:

- Semester and 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 other period as deemed fit by the Placement Cell (to be notified well in advance to the companies)

By default, no placement activity will be conducted outside the specified placement season; however, in case of necessity, the Placement Cell reserves the right to conduct placement activity(ies) outside the aforementioned placement season.

CHAPTER 3 CODE OF ASSOCIATION

Article 7

Fair and Equitable Opportunity

Every recruiter is required to offer a fair and equitable opportunity to each of its applicants at all stages of recruitment.

Article 8

Code of Conduct

Every recruiter is obligated to refrain from any kind of discriminatory behaviour, harassment or victimization during their interactions with the student community, the Placement Cell or any other representative of the institution.

Article 9

All information provided by the recruiters through the prescribed modes of communication to the Placement Cell is binding on the recruiters and every recruiter is required to act in complete accordance to the information so provided.

Article 10

Private Communication

1. 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/ without prior permission of the Cell may lead to strict action, as deemed fit by the Cell against the company. In case any student contacts the company without keeping the Placement Cell in loop/without prior permission of the Cell, the company is liable to inform the Cell on an immediate basis, before acting upon such communication.
2. All communication, including but not limited to shortlist(s)/final result(s)/offer letter(s) to the selected student(s) must be routed only through the Placement Cell's official e-mail address: placementcell@srcc.du.ac.in.

Article 11
Breach of Agreement

Non-compliance to any provision of the Recruiter Policy 2019-20 by the recruiter would amount to breach of agreement and provides the Cell with the right to initiate action against the recruiter, as deemed fit.

CHAPTER 4
OPERATIVE PROVISIONS

Article 12

All companies seeking to recruit undergraduates from SRCC shall have to compulsorily register themselves on the website of the Placement Cell (henceforth referred to as "Website"), operative at www.placementcell.srcc.edu, by complying with the procedure, as specified by the Cell. No company shall be allowed to conduct its placement process in case of non-registration on the Website.

Article 13

Only students with a valid and a continuing registration on the Website will be allowed to participate in the recruitment process of a company. Any process conducted with a student not having a valid and continuing registration shall be deemed to be null and void and the company cannot make any direct or indirect offer(s) to such students.

Article 14

1. All information required by the Cell for conducting the placement process including (but not limited to) job description, compensation, campus facilities, campus dates, process details and requirements etc. shall be recorded through the Website. The Recruiter Manual shall act as the guiding force to directing the registration of recruiters and for compliance with the Website's provisions as specified by the Placement Cell.
2. No deletion/modification shall be allowed in the details mentioned by the recruiter on the Website except at the discretion of the Placement Cell.
3. The Cell shall not be liable for any loss of data, failure in performance of Website resulting from causes which are beyond reasonable control of the Cell including (but not limited to) acts of God, labour disputes or disturbance, material shortages, government regulations, communication or utility failures or casualties.

Article 15

Subsequent to realisation of website requirements for opening the application of a company, all correspondence between the Cell and the company shall take place through the official email address of the Placement Cell i.e. placementcell@srcc.du.ac.in, including (but not limited to) campus dates, campus facilities, campus conduct, interview process, interview results, PPOs, students' acceptance/rejection, offer letters etc.

Any other mode of communication shall not be binding unless ratified by the Placement Cell.

Article 16

1. In case of unavoidable circumstances, the Placement Cell reserves the right to adopt any alternative to the Website as it deems fit. Such an alternative shall replace the Website for all operations applicable for the period. All correspondence between the companies and the Cell shall take place through the determined medium.
2. The Placement Cell reserves the right to make alterations in the Website, excluding any modifications in the data entered by the company, without prior notice of the companies and the same shall be applicable prospectively.

CHAPTER 5 CATEGORIZATION OF COMPANIES

Article 17

All the companies willing to recruit undergraduates from SRCC via campus placements shall be subject to classification only under the two categories as mentioned below:

Category	Yearly Cash Component (CC) Range (INR)*
A2	04,00,000 – 12,00,000
A1	12,00,000 and above

*The aforementioned categories are exclusive in range

Article 18

Cash Component (CC)

1. For the Recruiter Policy 2019-20, 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, payable in the first year of employment of the candidate. Cash Component includes 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
 - Any other component, in line with the definition of Cash Component

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, recurring every year from the first year of employment, then Gratuity may be included in the CC.

Article 19

1. Apart from the Cash Component, the Placement Cell shall take into account certain qualitative factors while determining the category of a particular profile offered by a recruiter. The Placement Cell reserves the exclusive right to re-align the categorization in the best interest of the recruiter(s) and the students of SRCC.
2. Allocation of category shall involve due diligence and the sole responsibility of such a procedure shall be of the Placement Cell. Once a category has been allotted it shall be final and binding on all parties involved and no addition/deletion/modification with respect to the above shall be entertained.
3. A category is allotted for every profile for which the company recruits' candidates. Companies offering more than one profile within a particular placement season shall be separately categorized on the basis of such individual profiles.

CHAPTER 6 DATE ALLOCATION AND PLACEMENT PROCESS

Article 20

Every recruiter shall be allocated a tentative period during which it shall be invited to conduct its recruitment drive. Final date(s) shall be allotted within the tentative period by the mutual consent of the concerned recruiter and the Placement Cell.

Article 21
Candidate Eligibility

Subject to eligibility criteria set by the recruiter, the eligibility criteria for students registered with the Cell for application to a company is as follows:

Particulars	Application Eligibility
Unplaced Candidate	Eligible for any company recruiting via the Cell (irrespective of category)
Candidate placed in one Category A2 company	Eligible for any company recruiting via the Cell (irrespective of category)
Candidate placed in one Category A1 company	Ineligible for any further company
Candidate placed in two or more companies	Ineligible for any further company

Article 22
Mandatory Termination of Application

1. In the event of a candidate being placed in a Category A1 company or in his/her second company, the application of such a candidate in all other companies would be mandatorily terminated and the company cannot make any direct or indirect offer(s) to such students.
2. In the event of any student being deregistered with the Placement Cell, voluntarily or involuntarily, the Cell shall intimate the same to the respective company(ies) and the application of such a student to the respective company(ies) shall be considered invalid for all further purposes, unless otherwise communicated by the Cell.

Article 23
Withdrawal of Application

1. A candidate placed in his/her first Category A2 company is provided a period of 24 hours from the communication of his/her selection in the first Category A2 company to withdraw from processes of other Category A1/A2 companies.
2. Candidates are allowed to request withdrawal of their application before/after any stage of the selection process of a company. The withdrawal would be deemed effective upon acceptance of the same by the company.

Article 24

1. The Placement Cell typically allows only one company to conduct its process on any given day. In case multiple companies wish to conduct its process on the same date, the Placement Cell holds the right to allot any of the companies the date, considering following factors (in no particular order):
 - Category of the company,
 - Cash Component offered by the company,

- Number of students recruited in the previous year,
 - Fixed and non-recurring components of the compensation structure,
 - Minimum number of offers intended,
 - Gross value of placements offered in the previous year,
 - Such other factors as the Placement Cell may deem fit.
2. All the companies are required to send across the results of the recruitment drive within 24 hours of the completion of the recruitment process to the Placement Cell, unless otherwise communicated by the Cell.
 3. All the students who have been extended a placement offer shall be ordinarily given 24 hours to accept/reject the offer from the company.
 4. Every company is strongly recommended to create a waitlist, to account for situations such as rejection of offer/candidates getting placed in other companies.

Article 25 *Placed Students*

For the purpose of the Recruiter Policy 2019-20, any student to whom an offer has been extended by a particular company (barring a Pre-Placement Offer) shall be considered placed in that company, regardless of the student's acceptance or rejection. No person shall be allowed to plead the fact of rejection of an offer to avail benefits available to an unplaced candidate.

Article 26 *Candidate's Choice*

In the event of extension of placement offer(s) from more than one company within a period of 24 hours to a candidate, the candidate would be given the choice to choose between the offers but would be considered placed in the company belonging to the highest category amongst such companies.

CHAPTER 7 PRE-PLACEMENT OFFER

Article 27

For the purpose of the Recruiter Policy 2019-20, all recruiters interested in providing a Pre-Placement Offer (henceforth referred to as "PPO") to the students of the batch of 2020 are required to communicate the details of the PPO, including but not limited to, compensation structure, job profile, job description, job designation, job location to the Cell. All candidates interested in receiving a PPO from the company they interned at/are interning at, would have to apply for the same, when the details of the profile of such a PPO are provided by the Cell.

1. All candidates who apply to the PPO, if offered a PPO, would be considered placed in the company providing the PPO, and all candidates who do not apply to the PPO, if offered with a PPO, would be considered placed in the company only if he/she accepts the PPO.

2. In case a candidate rejects the PPO after having applied for the same, he/she would be considered placed in the company offering the PPO and in case a candidate, who did not apply for a PPO, rejects the PPO, he/she shall be considered as unplaced.

Post rejection of a PPO from a company, the candidate shall be ineligible to apply for the placement procedure of that particular company, if it visits the college for campus placement for the same profile.

CHAPTER 8 CV VETTING AND VERIFICATION

Article 28

The Placement Cell shall undertake screening of the Curricula Vitae of all the students registered with the Cell. As per the CV Vetting Manual 2019-20, the Cell shall ensure that the activities/achievements synonymous to the below mentioned headers in the students' CVs are in line with valid tangible evidences:

- Examination Marks
- 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

Article 29

1. All numerical figures/quantitative facts/quantitative data as mentioned under the headings enumerated above shall be verified by the Cell. However, the description of the same shall not be screened by the Cell.
2. The Placement Cell shall take extensive actions to minimise cases of any false, inaccurate or distorted information in the students' CVs; however, it is strongly recommended that the companies take adequate measures from their end to verify the same too.