



THE PLACEMENT CELL
SHRI RAM COLLEGE OF COMMERCE

Student Policy

Placement Season 2019-20

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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 the students registered with the Cell to have a congenial experience throughout the Placement Season 2019-20 and get the best placements on offer. It is the constant endeavour of the Cell to serve its stakeholders to the best of its capabilities and create a conducive atmosphere for the establishment of synergistic conjunction amongst recruiters and students.

Article 3

All companies participating in campus recruitment of undergraduates at SRCC and all the students registered with the 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

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:

1. Semester and Mid-Semester breaks (to be notified as per the academic calendar to be issued by the University of Delhi)
2. Examination period (to be notified as per the academic calendar to be issued by the University of Delhi)
3. National holidays
4. 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

Registration

1. All final year undergraduate students enrolled in Shri Ram College of Commerce are eligible to participate in the recruitment processes for the campus placements through the Placement Cell.
2. 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.
3. Student registration for placements will commence at the beginning of the placement season and the same may also be affected anytime during the year subject to approval of the Cell.
4. 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 of the College and thus, registration is not compulsory. Students not interested in placements are not required to register with the Placement Cell.

Article 8

Code of Conduct

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

Article 9

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

Article 10

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/without prior permission of the Cell may lead to cancellation of the registration of such student. In case any company contacts the student without keeping the Placement Cell in loop/without prior permission of the Cell, the student is liable to inform the Cell on an immediate basis, before acting upon such communication.

Article 11

Breach of Agreement

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

CHAPTER 4 OFF CAMPUS APPLICATION

Article 12

No student registered with the Placement Cell shall be, at any time during the year, permitted to pursue efforts in order to secure a job via mediums apart from those provided by the Placement Cell, unless an explicit permission with regard to the same has been communicated by the Cell.

Necessary action, as deemed fit by the Placement Cell shall be taken against the student in case the student is found guilty.

In case of violation of this provision by any registered student, the Cell reserves the right to take any/all of the following actions:

1. He/She shall be debarred from the application(s) of all company(ies) routed through the Placement Cell
2. The student's application shall be withdrawn from the on-going processes of all the companies
3. Any placement offer held by such student shall be revoked

CHAPTER 5 THE PLACEMENT CELL WEBSITE

All provisions enlisted under Chapter 5 (Articles 13-15) pertain to the Placement Cell's Website, henceforth operative at www.placementcell.srcc.edu, and referred to as the 'Website'.

Article 13

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.

Article 14

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 15

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.

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 via e- mails.

CHAPTER 6 CATEGORIZATION OF COMPANIES

Article 16

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 17

Cash Component (CC)

For the Student 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 Provident Fund, 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 loan(s) 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 will be included in the CC

Article 18

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.

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 categorised on the basis of such individual profiles.

CHAPTER 7 PLACEMENT PROCESS

Article 19

Application Guidelines

1. Applications to the companies shall be facilitated only through the Placement Cell website.
2. 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.
3. No application shall be accepted after the deadline has elapsed, under any circumstances.

Article 20

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 21

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 22

Withdrawal of Application

1. The student can withdraw his/her application to a company if the deadline for submitting the application has not elapsed.

2. The student may also re-apply to a company that he/she had earlier withdrawn from, provided the application deadline for the company has not yet elapsed.
3. 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.
4. 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 23

Acceptance of an offer

After the announcement of the final result, the student would be required to accept or reject the offer ordinarily within 24 hours of declaration of the result. In case the offer is not accepted within 24 hours, it shall be deemed to be accepted by the student and the same would be 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

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.

Article 26

Waitlisted Candidates

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

1. He/she shall not be considered placed until the Cell confirms the fact of the student being placed
2. All prerogatives as contained in 'Article 20' shall remain intact for such a candidate.
3. 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.

CHAPTER 8

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 27' and 'Article 28'.

Article 27

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

Article 28

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 process twice
- On occasion of non-adherence to the stipulated formal dress code twice
- On occasion of being late for a process 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 29

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 2019-20" for further clarification about the clearance of fines imposed.

Article 30

Absence from the placement process

If for whatsoever reason a student supposed to attend an evaluative selection process of a company remains absent from the same, 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 2019-20” for further clarification about the payment of dues.

Article 31

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 9 PRE-PLACEMENT OFFER

Article 32

1. For the purpose of the Student 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 shall 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.
2. All candidates who applied to a PPO, if offered a PPO, would be considered placed in the company providing the PPO, and all candidates who didn't apply for the PPO if offered with a PPO would be considered placed in the company only if he/she accepts the PPO.
3. 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 didn't apply for a PPO rejects the PPO, he/she shall be considered as unplaced.
4. Any candidate who does not apply to the PPO or rejects the PPO, 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 10 CV VETTING AND VERIFICATION

Article 33

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 34

All numerical figures/quantitative facts/quantitative data as mentioned under the headings enumerated above shall be verified by the Cell.