



POLICY FOR PLACEMENT AND CAREER COUNSELLING

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1. Importance

The outcome of education is to develop skills in students with which they can be gainfully employed or self-employed in the future. One of the objectives of Mulund College of Commerce is to make students employable.

2. Purpose and Objectives

Practical oriented teaching is supplemented along with mentoring at various levels to achieve the said objective. Placement and career counselling cell is constituted to work on the following objectives:

1. To counsel students and provide employment-readiness services that will meet the demands of a highly skilled workforce, thus creating interest and professionalism in the students.
2. To facilitate career counselling by providing equal opportunity to every student for guidance on various career opportunities in different professions.
3. To enable better placements by maintaining effective contacts with various organizations, inviting them for campus drive and establishing new contacts with more companies than those of the previous years.
4. To bridge the gap between students, alumni, and the employer community through the Placement Cell.
5. To provide exposure to students to the business environment and bridge the gap between academics and business expectations in a practical manner through internship.
6. To provide counselling support which contributes to enabling students to overcome their inhibitions, mindset, and societal and linguistic barriers. The advice, help and support given enables students to make a satisfactory progress.

3. Scope of the policy

The college counselling cell provides professional counselling support on two dimensions: counselling on personal issues and career related issues.

Personal Counselling:

Personal counselling is provided by a part time professional counsellor appointed by the college specifically for this purpose.

The counsellor conducts class to class orientation about the counselling facility available in the college for students encouraging them to seek assistance as and when needed.

The counsellor helps students to release the academic pressure by orienting them about the right concentration methods for studies.

The counsellor familiarizes them to social etiquette, peer group interaction, dealing with peer group pressures, attitudinal changes which helps them overcome emotional problems. Counselling is also provided to tackle non-academic, financial, and other personal problems.

Career Counselling

Academic guidance pertains to advising the students on choice of programs and courses, choice of future career, protocols of administrative nature, procedures to follow, deadlines, participation in co-curricular and extra-curricular activities and expected behavior patterns on the campus.

Career guidance to a certain extent is provided in the library under information services.

Specific information on competitive examinations, choices available in careers, avenues of information, preparation for and acquisition of additional soft skills and motivation and sustenance is provided by the exclusive career guidance cell and individual departments who together work to cater to the specific needs of students.

The career guidance cell of the college conducts interactive sessions for students on various subjects, career options, their scope, preparations, and procedures needed to be followed by students. These sessions are conducted by esteemed institutions and eminent experts and professionals in the concerned field. The committee shares the information about these sessions to students in advance through notices, college entry point blackboard display or through WhatsApp groups.

The career counselling and placement activities are conducted only for degree section and postgraduation students at the college. The campus placement facilities are available to only those students who are interested in placement and enrol with the placement cell at the beginning of their final year of graduation or postgraduation.

4. Rules, guidelines, and regulations relevant to this policy

Since this is not a statutory function, there is no rule or statute governing the same. The committee formed for the purpose can decide the rules, considering the dynamic situation and market requirements or changing trends, for the smooth functioning and for achieving the objectives.

5. Key aspects of policy

1. The placement cell is a non- statutory committee of the college. The guidelines and the rules are needed for the fair and efficient working of the cell. There are no prescribed rules by the University or Government in this regard. The college placement cell develops the norms and guidelines for the activities it engages in and reserves the rights to change them when desired.
2. The role of Internship and Placement cell is of a facilitator and counsellor for placement related activities. It does not guarantee a job.
3. Only students registered with placement cell will be eligible to take part in placement activities. No other students will be permitted to be part of these activities.

4. The placement cell will practice a policy of ONLY ONE JOB FOR ONE STUDENT to ensure that all students avail the opportunity to get placed in companies.
5. The concerned corporates reserve the right of final placement of candidate and college authorities nor the candidate have any say in it.
6. Any student who provides false information, withholds any information meant to be reported or does not follow the time schedule will be de- registered from the placement cell and its activities.
7. In all circumstances, the placement cell's decision will be reported to the Principal of the college and his/her decision will be irrevocably final and binding.
8. In recent times, using virtual medium in the process of placement has become essential, and hence sharing student personal and professional data with companies is mandatory. All students enrolled with placement cell are informed of this data exchange with corporates.
9. The students are well informed to verify the credentials of any outside institution they wish to seek guidance or service from, for either mentoring or training them for professional courses.

6. Committees for policy implementation

The Placement committee would be formed by Principal at the beginning of every alternate academic year and is generally constituted for 2 years. Chairperson will be decided by the Principal. Placement cell will be constituted with 5 to 8 members.

Nature of work & role

Placement orientation: Conducted by Head of the Placement cell and members.

Placement enrolment and registration: Placement cell members engage in counselling students. They collect the student data and analyse the same, create the necessary WhatsApp groups and initiate the placement process.

Interaction with industry: One or two members communicate with industry executives through telephonic calls, and emails to find the necessary industry requirements. They establish and maintain contact and long-term placement relationship with these corporates.

Members check the credentials of the placement proposals received from the various corporates and select the companies that should participate in the placement activity.

Placement schedule: The team plans the placement schedule for the different placement rounds as per the need and situation of that academic year.

On day of campus placement: Team with help of a few student volunteers plan for corporate presentation, students' on day registration, reception and hospitality of company representatives, necessary stationary for aptitude test and personally supervise the whole inhouse placement process, photographs and needed documentation. The members are responsible and conduct complete confidentiality of the student data and perform their functions to the best of their abilities following the norms. The process is very transparent following ethical consideration. There is a flexible approach and free communication between the team members. Role of member will also include

Deciding the coverage of students to get groomed and placed in companies by the end of their final year of graduation/Postgraduation.

Arrangement of interactive sessions to provide academic and psychological counselling to all students at the college and facilitate personal mentoring.

Encouraging students for mid-term and end of the term internship programs.

Engaging grooming sessions for students with regards to presentation skills, CV writing, conduct of group discussions, personal interviews etc.

Organizing career counselling sessions in various fields.

Follow up activity and document collection

Members communicate to students the shortlisted or final selections and collect copy of offer letters for college record.

Formal meetings are twice or thrice in a year. The members have more informal meetings as most times decisions must be prompt. A budget of expenses for the functioning of the activities of the Placement Cell shall be made at the beginning of the year.

7. Impact of the policy on processes

This policy will have its impact on process of providing and maintaining infrastructure (D1). Following systems and facilities will have to be made available to implement the policy.

1. If payment is collected for student placement enrolment, then the process for enrolment and fee collection.
2. Official email for placement.
3. Non- teaching staff for assisting in the on-campus day arrangements.
4. Arrangements of infrastructure like good audio-visual facility for power point presentations and effective mike and speakers.
5. Cabins for interviews.
6. Classrooms/auditorium for student engagement.
7. Lab facility for conduct of online aptitude test.
8. Classrooms for counselling and tests.
9. Hospitality of company representatives.
- 10.Refreshments for student volunteers.