



## **ST. BEDE'S COLLEGE SHIMLA**

### **Placement Policy**

#### **Introduction**

The Placement Cell at St. Bede's College plays a crucial role in promoting the holistic development of its student body by addressing both academic and career-related concerns and opportunities. With a focus on instilling a positive attitude and providing value-added services, the Placement Cell of the college is fully equipped to assist students in their job search endeavors.

Maintaining a symbiotic relationship with various organizations, the placement cell strives to cater to the diverse objectives of students. The placement process is governed by a comprehensive policy framework, ensuring student participation in various aspects of placement activities.

#### **The Placement Committee**

The Placement Committee, comprising the Placement Officer, two faculty members representing different streams, and the Principal of St. Bede's College Shimla, oversees these activities. Additionally, two student representatives actively contribute to organizing placement events such as training sessions, campus hiring drives, and data sharing initiatives.

The policy aims to ensure the following:

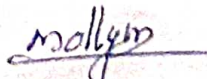
- All eligible students will have access to both on-campus and off-campus placement opportunities.
- Deserving candidates will be given the chance to commence their careers with their preferred companies or pursue opportunities in companies where they completed their summer projects.
- Quality standards of the job offers will be upheld.
- The entire team will adhere to defined processes to achieve common objectives effectively.

#### **Scope**

This policy applies to all undergraduate and postgraduate courses offered within programs coordinated by St. Bede's College Shimla. It pertains to courses where:

- Students undergo assessment.



  
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- Completion of the course is a prerequisite for receiving a diploma or degree.
- Campus recruitment opportunities are exclusively available to final-year students who meet eligibility criteria.

### **Roles & Responsibilities**

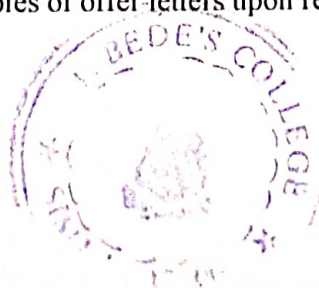
The policy also includes the following initiatives:


- Supporting students in developing soft skills and enhancing communication abilities to better navigate competitive tests and workplace challenges.
- Organizing orientation sessions conducted by industry experts to familiarize students with the latest industry trends and requirements.
- Hosting workshops, seminars, and personality development programs to promote confidence-building among students.
- Conducting mock interviews and group discussions as part of an industry readiness program.
- Regularly assessing job avenues available in the market to align with student career goals.
- Establishing a robust network and symbiotic relationships with corporate entities, industries, alumni, and peer institutions to facilitate university placements, internships, and related activities.

### **Rules & Regulations**

The placement policy also includes the following guidelines:

- The College Placement Officer will facilitate the placement of all eligible students currently enrolled in respective programs.
- All eligible students seeking placement assistance must complete a placement registration form.
- The eligibility criteria and job descriptions provided by companies will be communicated to students.
- Students must register separately for each placement drive they wish to participate in.
- Participation in the placement process is reserved for eligible students only.
- Students must attend at least 75% of the Campus Preparation Training sessions.
- Participation in the placement process is contingent upon registration.
- Once a student initiates the placement process, they are expected to remain fully engaged until its completion.
- Official communication will be sent to inform students of their selection by companies.
- Students are required to provide copies of offer-letters upon receipt.



  
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- Timely communication regarding the acceptance of offer letters is expected from students.

## Placement Process

The placement process at St. Bede's College follows these steps:

**Corporate Brochure Invitation:** Corporates are invited to submit placement brochures.

**Eligibility Check:** The placement cell reviews eligibility criteria and job descriptions provided by corporates.

**Student Registration:** Students register with the Placement Cell, and their information is filtered based on corporate requirements.

**Database Submission:** Filtered student databases are shared with companies.

**Confirmation of Dates:** Dates for placement activities are confirmed.

**Student Preparedness:** Students undergo need-based orientation and training programs to enhance their preparedness.

**Campus Interview Arrangements:** Necessary arrangements are made for campus interviews.

**Campus Placements and Offer Letters:** Students participate in campus placements, and offer letters are issued to successful candidates.

**Industry Visits:** Students will visit industries for workshops or final interviews.

**Onboarding Assistance:** The placement cell assists students in the onboarding process with their respective companies.

## Student's Responsibility & Code of Conduct

The following outlines the responsibilities and code of conduct expected from students during placement activities:

**Adherence to Code of Conduct:** All eligible students must adhere to the set code of conduct during placement activities.

**Profile and CV Updates:** Students must update their profile and CV within the given deadline in the Placement Department.

**Formal Dress Code:** Students are required to be formally dressed during all placement activities.

**Punctuality:** Students must arrive on time for pre-placement talks and interviews.

**Active Participation:** Students should actively engage during interaction sessions with corporate representatives.

**Professional Email Address:** Students must maintain a professional email address.

**Updated Resumes:** Students should carry two copies of updated and signed resumes.

**Preparation:** Before interviews, students are advised to thoroughly read job descriptions and research the recruiting organization's website.

**College ID Card:** Students must carry their college ID card.



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**Document Preparation:** Students should have documents such as Aadhaar, PAN, address proof, and passport photographs available.

**Academic Records:** Mark sheets of 10th and HSC exams need to be carried during interviews.

Students are expected to comply with the Placement Committee's Code of Conduct. Deviations may result in the Committee halting a student's participation in placement activities. The policies may be revised by the Committee with sufficient justification, and decisions beyond the scope of these policies will be made at the discretion of the Placement Committee.



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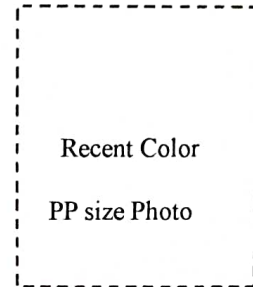


## PLACEMENT REGISTRATION

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Enrl.No. \_\_\_\_\_



### PERSONAL DETAIL

Student's Name: \_\_\_\_\_

(First Name) (Middle Name) (Surname) Date of Birth  
(DD/MM/YYYY) : \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Nationality: \_\_\_\_\_ Cast: \_\_\_\_\_

Email: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Communication Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile: \_\_\_\_\_, \_\_\_\_\_

### FATHER'S /GUARDIAN'S DETAIL

Name: \_\_\_\_\_ Relation with Student: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_ Occupation: \_\_\_\_\_

### UNDERTAKING GIVEN BY PARENT/STUDENT

We \_\_\_\_\_ (Parent's Name) and \_\_\_\_\_ (Student's Name) of the \_\_\_\_\_ program have clearly understood the above terms and conditions for my ward's registration with the T&P Department at ..... Campus. In case of my ward's failure in compliance with any of the above rule or regulation, ..... Campus authority will have full right to cancel his / her registration with T&P Department and will forbid him / her for applying to any placement opportunity through the department.

Parent's Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_  
Signature \_\_\_\_\_  
Place: \_\_\_\_\_