

# Student Guidelines

The Placement Cell, Miranda House declares that the Student Guidelines 2021-22 are applicable to and shall be followed by all students registered for internships and job placements during this academic session.

## **MISSION AND PURPOSE**

- The Placement Cell is committed to establishing and facilitating opportunities for the growth and advancement of students of Miranda House.
- The cell aims to execute all the placement processes systematically and successfully throughout the year.
- All students registered with the placement cell (on the PC portal) shall be governed by the rules, regulations, and guidelines prescribed by the Cell.
- The Placement Cell is responsible for bringing forth internship and job opportunities. It does so in its best capability but does not guarantee a job.
- The job/internship opportunities circulated through the portal are meant only for Miranda House students. Only the students registered on the placement cell portal are entitled to avail these opportunities.
- The decision of the Placement Cell will be final and binding, in case of any dispute(s)

## **CODE OF CONDUCT**

- The Placement Cell student coordinators hold the sole right to deal with the placement affairs, both internal and external.
- For other students to get involved in the Placement process, special permission of the Placement coordinator is mandatory.
- For details and updates regarding the Placement, students shall stay in constant touch with the Placement Coordinators.
- Attendance in Pre Placement Talk (PPT) is mandatory after registration, to be eligible for the further placement process.
- Avoid applying for internship/job opportunities if you do not wish to take them forward.
- It is mandatory to keep the placement cell informed about any kind of conflict between the firm and the student.
- Any sort of misbehavior/complaints reported by the company officials will be taken seriously and if proven, the student will be debarred from future campus placements/ blacklisted.
- If blacklisted, the student shall be suspended from applying to internship and job opportunities for a period 3 and 6 months respectively.

## **PLACEMENT PROCESS**

- Applications to the companies shall be enabled only through the Placement Cell portal.
- Under no circumstances, an application shall be accepted after the deadline has surpassed.
- The tentative duration of the recruitment drive shall be informed to the students via the attachment provided with the respective Job Opportunity.
- If in any case, the student does not hear back from the company, their candidature shall be considered rejected.

- For campus recruitment drive, three different tiers of companies visit Miranda House (refer to the list attached). Students enjoy the right to move vertically upward on the package scale. The criteria as follows:

1. **A student already placed in TIER-III will be allowed to appear in all three TIERS only once each.**
2. **A student already placed in TIER-II will be allowed to appear in both TIER-II and TIER-I only once each.**
3. **A student already placed in TIER-I will be allowed to re-appear in any other TIER-I companies only once.**

<b>TIER</b>	<b>CTC</b>
<b>TIER I</b>	<b>Above 12 Lakhs</b>
<b>TIER II</b>	<b>Above 6 Lakhs- Below 12 Lakhs</b>
<b>TIER III</b>	<b>3.8 Lakhs- Below 6 Lakhs</b>

- In the event of an extension of placement offer(s) from more than one company under the above mentioned circumstances, the student would be allowed to choose between the offers.
- Students placed in higher tier companies may be allowed to appear in lower-tier companies.

## **PENALTIES**

- Maintenance of decorum is assigned the highest priority by the placement cell.
- Unprofessional behavior such as deliberate absence from the placement (selection) process of a company/ turn unresponsive, etc. would result in immediate blacklisting of the student, and their account would be restricted for a period of **6 months**.
- Uninformed withdrawal in the middle of an internship would lead to blacklisting of the student's account for **3 months**.

- Latecomers for aptitude test/ GD/ interviews may not be allowed to appear for the selection process.
- Any student found violating the discipline rules set by the company or defaming the institution name will be disallowed in the placements for the rest of the academic year.
- Any kind of malpractice in the selection process is a serious offense. Any student found guilty would be prohibited from participating in placements henceforth.

## **COMMUNICATION GUIDELINES**

- The students are advised to check (more frequently during the placement week) their email and WhatsApp groups for all Placement Cell related updates.
- The grievances of student members regarding the placement process/opportunities circulated (through the Cell) shall be addressed by the Placement Cell.
- Students who are not registered on the Placement Cell portal are excluded from the process. However, a student can contact the Placement Cell for their registration.

**If the market situation necessitates a revision in the Placement Policy, it will be done in a manner so as to maximize the benefit to the student community as a whole.**

# CONTACT US



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