



**Oriental Education Society's
Oriental College of Education & Research, Andheri (W)
Affiliated to University of Mumbai**

PRE-PLACEMENT POLICY

OCER Centre for Student Development enables students to bridge the gap between the Academia and Corporate world. Industry knowledge is taken into consideration to design the Pre- pre-placement training Programs. This important activity is vital to enable the students to achieve desired career objectives. Keeping this in mind initiatives like Sharpex, Training & Placement sessions, and Soft skills development initiatives are brought in practice, and students are insisted to participate in the same.

The various components of the Pre-Placement Training Programs include modules on Current Affairs, General Aptitude, Technical Aptitude, Presentation Skills, Group Discussion Skills, Debate Skills, Interview Skills, Mock Interviews, Industrial Analytics Workshops, etc. Training is also proposed based on the modern techniques of psychometric testing to give scientific career counseling to students to equip them to grab the opportunities available.

Company-specific orientation is conducted for students prior to all the placement drives organized by the institution.

CAMPUS RECRUITMENT PROCESS

Requirements of a company are received by the college for campus recruitment. The same is formulized by initiating a meeting of the recruitment committee. The committee approves the campus placement and a circular is sent to the students about the recruitment (through e-mail). The interested candidates apply for the job opening and the details of the interested candidate are then forwarded to the corporate accordingly.

OFF-CAMPUS RECRUITMENT

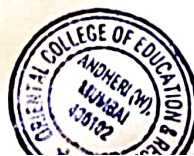
The Director and recruitment committee will shortlist the students from the database matching the company requirements and send the list to the corporate for further action and will display the same on OCER Notice Board or circulate through e-mail.

PLACEMENT POLICIES

- Recruitment committee members :
- Director
- Placement Co-ordinator



- Head – Soft Skills Development Centre
- Industry Representatives
- The Institute is committed to provide support in the summer internships/final placements to all students who have successfully completed their minimum academic requirements and also maintain good conduct throughout the program.
- The Institute will make every endeavor to invite as many companies as possible for campus placement. students must be however prepared to go to the company's office or selection venue for any part or the complete selection process as required by the recruiting company.
- You are required to be well groomed and in institute's prescribed formals for all pre-placement talks as well as the complete selection process whether organized in the campus or the company's office or selection venue. Non-compliance will result in debarring the student from joining in pre-placement talk and or appearing for the selection process
- Attendance in pre-placement talks, training sessions and preparatory classes (including mock interviews) is compulsory for all the eligible students.
- The Training and Placement (T&P) Department of the Institute will provide only three job offers to each student for final placements, after which s/he will cease to be on the list of eligible candidates for placement. Failure to accept the three offers will mean and imply that the institute will no longer be extending its placement support to such a student and s/he will be required to arrange for final placement on his / her own
- The T&P Department will notify through group mail or on the Notice Board, all recruitment requests received from the companies with as much of details as made available. Applications will be invited from interested and eligible (as per the criteria, if any, specified by the recruiting company) students. It is the duty of every student to regularly see the Group mail/ Notice Board and comply with the announced datelines. No late applications/requests will be entertained
- The decision to apply or not by eligible students will purely be their own. However, if any eligible student decides not to apply to first three companies, s/he will disqualify herself/himself from the placement support of the Institute
- In case of a large response to a recruitment opportunity either exceeding the maximum number of applications required by the recruiter or deemed fit by the T&P Department, the selection of number of resumes to be sent will be based on CGPA, grade, attendance in pre-placement talks, regular lectures, training sessions and preparatory classes (including mock interviews), and/or anyother criteria decided by the T&P Department. The decision of the T&P Department will be final and binding on all the students
- It will be mandatory for all short-listed students to appear for the selection process / interview. Any withdrawal / no-show will debar the student from placement assistance of the Institute.
- Companies are expected to give a Pre-Placement Talk [PPT] laying out the details of the company and the offer before the process. In case there is no PPT by the company, then the placement committee will give a brief description on the company details through e-mail.
- Incase if a company has a specific requirement / request, the recruitment committee in consideration with respective mentors has all the rights to nominate a set / individual student(s) and



it is mandatory that student/s has to attend the interview. In case selected and an offer is made, then student is free to decide about the same only during Final Placement and not during Internship Process.

- A company is free to make their choice of students irrespective of their specialization.
- Preferably, the student must decide on the offer within 24 hours of getting the offer.
- If the Pre-Placement Offer is accepted, the student will have to opt out of the institute placement process. However, a student with pending Pre-Placement Interview Offer is eligible to participate in the placement process.
- Any student who does not clear the Group Discussion/Personal Interview stage to a limit of 10 companies shall not be allowed to appear for the placement till the whole batch is placed. However, the student is free to connect to Soft Skills Development Centre through their mentor(s) for skill development.
- In case a student who is placed through the institute placement process takes up private placement as well in another company, without the notice to the college then the Director, in consultation with the companies concerned, shall nullify both the offers
- The appointment letter(s) will be in the custody of the placement committee and will be handed over to the student only, after he/she has been deemed to have cleared the entire course and also after he/she has no dues towards the institute. In case the student does not pass the course, the appointment letter shall be withheld. However, the company is free to recruit the student.
- After the placement, unless the company brings any breach of commitment on the part of the student to the notice of the College, HKIMSR's responsibility ceases
- **Ineligible for the placement activity.** Students will be considered ineligible for placement activities if any of the below-mentioned is true:
 - If students have not cleared the tuition fee dues
 - Students who have less than 75% attendance
 - Students who fail to achieve 80% attendance target in pre-placement training
 - Student registers to attend a company's interview and on the day of the interview doesn't turn up
 - Student attends 10 interviews and still fails to get the offer
 - If there is a misbehavior/indiscipline on the part of the student during the interview process
 - If the student does not attend a process despite nomination having been given.
 - If the student withdraws from the process Mid-way.
 - In the placement process, s/he: -
 1. Tell the company that s/he does not want to join them
 2. Speaks negatively about the company or OCER
 3. Is found doctoring his/her resume submitted at T&P Department
 4. Talks directly to the company representative/executive without to notice to the placement committee at any time other than the pre-placement talk



5. Asks any irrelevant question or behaves in an unacceptable way during the pre-placement talk
 6. Misbehaves with the Training & Placement team
 7. Deliberately jeopardizes any other student's chances of getting selected
- Ineligible student will be placed only after all the students are placed. Debarred students will be considered for placement again based on their improved performance and meeting the other criterion as approved by the recruitment committee.
 - Institute can stop a student from attending the interviews if they have dues of more than one semester. Institute has every right to allow a student to attend the interview if there is a genuine case with substantial evidence
 - Even after placement every student is required to maintain proper discipline and conduct as per the rules of the Institute. In case of any non-compliance or an act of indiscipline, the Institute may be constrained to debar the defaulting student from participating in the Convocation write to the company to withdraw the appointment offer / or award any other punishment as the Institute may think appropriate
 - Every student has the option of arranging his / her own placement, i.e., opting out of the placement support of the Institute. All such requests must be submitted in writing to the T&P Department before the commencement of the placement process. In case a student would like to withdraw from the Institute's Placement support after the commencement of the Placement Process, s/he may be allowed to do so provided s/he is not amongst students whose interview/ selection process is under progress
 - The Institute reserves the right to change / modify any or all of the above stated Placement rules and procedures whenever found necessary. All changes / modifications will be communicated to the students

You are required to follow a dress code at the time of their placement selection process-

- In case any student fails to follow the code s/he may not be allowed to appear for the process. The dress code is as follows :
- For Girls & Boys: Institute's uniform.

Name:-

Date:-

Signature:



[Handwritten Signature]
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