

# 08 PLACEMENT POLICY

## PLACEMENT POLICY

Along with academic excellence Montfort College also seeks to provide placements for all streams of students at the under-graduate and post-graduate level.

### Policy Statement

The placement activities of the college help the students to face the demands of a competitive job market and the constant refinement of skills that are needed to meet the challenges in the careers of their chosen field. The placement activities of the college seek to provide training and current information to assist the students in placements. Through workshops, seminars, career guidance and liaisoning with potential employers, the college seeks to assist students in finding a place in the job market.

### Scope of the Policy

The policy brings under its purview all students who are in the process of completing their undergraduate or postgraduate studies at Montfort College.

### Objectives

- Creating awareness among students regarding available career options and helping them to identify their career objectives.
- Guiding the students to develop skills and job-search strategies required to achieve their career objectives.
- Mentoring students on relationship building, transitioning to jobs, and helping them to craft their resumes.
- Partnering with employers and alumni to build a network pool for students.
- Identifying suitable potential employers who would provide job opportunities for the students.
- Organizing activities which aid in career planning.

## Skill Development and Training

Since both the post graduate programmes of psychology and counselling psychology offered by Montfort College are skill-intensive, the curriculum takes care of people skills that are essential for all jobs. There are also special programmes like internship training, personality development and experiential learning to motivate and prepare students for placement.

Besides the above, suitable need based skill development and training programmes are organized by the placement cell for under-graduate and post-graduate students. These may pertain to but is not limited to the following:

- Personality Development, Self-Awareness, Time management, Goal Setting and Decision Making.
- Communication Skills and Vocabulary, and Presentation Skills.
- Resume Preparation and Email Writing.
- Interview Skills, and preparation for Group Discussion.
- Workplace Ethics and Conflict Management.

### Placement Process:

- \* Students are given training and orientation on how to write their resume, participate in group discussions and attend the interview.
- \* A database of both students and potential employers is maintained in the college.
- \* HR or an employer of a company contacts college or placement officer or any faculty of the college.
- \* The placement officer contacts the company, and decides on a mutually convenient date for a pre-placement presentation.
- \* Announcement is made on the college notice board and college website about the preplacement presentation.
- \* Students are required to sign-up for the pre-placement presentation offered by the employer.
- \* The employer coordinates with the placement officer about infrastructural details.
- \* Students participate in the pre-placement presentation during which details about the job description and CTC – Cost to Company is provided to the students.
- \* Students attend a preliminary interview on campus or at the site of employment.
- \* Short-listed or selected candidates are announced.
- \* Recruited list of candidates are handed to the placement cell by the company.
- \* Placement cell documents the list of students hired by companies.
- \* Students are encouraged to share details of their employment.

### Responsibilities of students:

- \* It is the responsibility of the students to check the announcements/notices/updated information displayed on the notice boards regarding placements.
- \* The onus of failure to note the announcements lies on the students.
- \* Students are advised to be dressed formally for all placement related activities.
- \* Students should carry their official college ID Card for all placement related activities
- \* The following documents must be with the candidate during Interview: multiple copies of resume, passport size photographs, copies of degree marks cards and other relevant certificates, Government issued ID cards.
- \* Students must clarify queries/doubts, if any, related to the package, job profile, and place of work, bond details with the placement officer. They may also be clarified from HR officials of the company during pre-placement talk.
- \* The student is entitled to attend any number of interviews he or she chooses.
- \* The student has to accept the final decision made by the company regarding recruitment, and the placement cell will not intervene in this matter.

