

Rajagiri College of Social Sciences (Autonomous)
Placement Policy
Under Graduate Programmes 2021- 2024

RCSS has a strong network with industries to provide students ample opportunities. All final year UG students who are eligible can participate in the final placement process by registering with Office of Placements & Career Support (hereafter referred as PCS) when such notifications are made.

Guidelines for Final placements

- i. Final year students who are recommended by the respective Dean/Department offices upon clearing the eligibility will be invited to complete registration formalities with the PCS for participating in the final placement process. Students who have registered for placements should join the organization if selected in any organization participated in the campus placements.
- ii. Students are advised to have a proper career counselling sessions with the Faculty/Experts/PCS officials latest by the beginning of Third year of studies and decide options such as Job, Further Studies/Entrepreneurship/Other as per the interest and career plan of the student.
- iii. The final placement process will be initiated by the PCS as and when the respective organization approaches the respective departments for the placement process. Details such as the name of recruiting organizations, job profiles offered by them, eligibility required, and other relevant information will be sent to students via their registered email ID as soon as the above details are available.
- iv. Those students who are interested to participate in the recruitment process of an organization shall register with the PCS well before the deadline as notified during the announcement of an opening from the respective company. Only those **registered candidates** will be allowed to attend the selection process.
- v. Students who have registered for placements should compulsorily go through the training programs facilitated by PCS. This is to make sure that the students are equipped with the preparation such as Resume, GD, and Interview etc... Students who are absent from the sessions will be excluded from placements.
- vi. To apply for a placement drive, the eligibility criteria such as marks, electives etc. demanded by each recruiting organization should be strictly followed. These details will be shared to students in the mailers. Students are encouraged to contact PCS for clarifications on the job roles, eligibility etc. However, registration for a placement drive despite being not eligible will invite appropriate corrective measures including suspension from future placements.
- vii. In the application process for each placement drive, students should have a serious approach in providing the data. Registration will stand failed if found inaccurate/ incomplete of data in the registration form and or resume and will lead to appropriate corrective measures.

Rajagiri College of Social Sciences (Autonomous)
Placement Policy
Under Graduate Programmes 2021- 2024

- viii. The selection process for most recruiters starts with a pre-placement talk, wherein delegates from the organization will brief prospective candidates about the company and profile offered. The registered students should compulsorily attend and make use of this platform to clarify their doubts.
- ix. All registrations for final placements are to be done online. However, the mode of registration is subject to change. The students have to complete registration before the stipulated timeline whatever the mode be. The concerned officer has to be informed before the deadline in case students seek any support in registration.
- x. Students are advised to compulsorily go through the Job/Company profiles before registering for the process. This is to ensure that the students are adequately informed of the details of the position before submitting their candidature.
- xi. All registered students are required to be present at the venue/online platform **15 minutes before the scheduled time** when a company gives the pre-placement talk following which they should continue in the further selection process until the process is over.
- xii. Formal dress code has to be compulsorily followed throughout the selection process (Both online and offline) unless notified otherwise. Moreover, grooming, professional conduct and etiquette are quintessential and perceived by recruiters that the candidate is serious and positive towards the selection process. Negative feedbacks if any from recruiters in any of these may lead to corrective measures including suspension from future placements.
- xiii. Placement drives are increasingly switching to online mode and it is the responsibility of the candidates to make sure that they are well versed with leading VC tools such as MS-Team, Zoom, Google Meet, WebEx etc.
- xiv. Computer/Laptop with camera, Strong internet connection, Headphones and other devices required to attend the selection process should be ensured while attending in the campus and away.
- xv. Once the registration is made, the students should compulsorily attend the Pre Placement Talk (PPT). In case the Job Profile conveyed to students before the pre-placement talk was incomplete, the students shall have the option of withdrawing their candidature from the process, provided the company gives such an option.
- xvi. Participating students must bring with them a resume, photograph, and all the materials normally required for a drive like Blank sheets, Pencil, Pen, Eraser, etc. in case the campus placement drive is in offline mode.
- xvii. The final selection of a student through the placement process requires considerable investment in terms of time, effort, and cost to the recruiting organization and Rajagiri. Hence the rejection of an offer by the students after the commencement of the process is considered as highly unprofessional and unbecoming of a Rajagiri student. Any such cases will lead to debarring from subsequent placements or other appropriate disciplinary actions.

Rajagiri College of Social Sciences (Autonomous)
Placement Policy
Under Graduate Programmes 2021- 2024

- xviii. To safeguard the interest of all students and hiring organizations, PCS follows ONE STUDENT-ONE OFFER policy. Student having the job offer (Final/PPO) in writing by recruiting organization has to honor the selection and hence will not attend any future placement process unless approved by the concerned authority.
- xix. A student who joins an organization shall be in service for *at least one year or any stipulated time frame if there is any contractual obligation during the time of recruitment*. Students shall treat this as a manifestation of the values imbibed by Rajagirians through their curricular and co-curricular experience on and off the campus.
- xx. It is mandatory to submit to PCS, a copy of the appointment/offer letter received from the recruiter.
- xxi. All information regarding placements will be communicated to students' personal mail provided by them to PCS at the time of registration. All students are expected to check their e-mails daily. Information shall also be passed through the Office of Placements & Career Support (PCS) representatives.
- xxii. All correspondence to and from the recruiting organization has to be made only through the PCS. Students are not supposed to contact directly the company or its officials in any manner without the written consent of the placement officer.
- xxiii. The companies may either come to our campus or students will be directed to any other location preferred by the company for recruitment and both will be considered as **on-campus placement**. The students from other colleges also may visit our campus for placement process if the company and placement cell decides to do so.
- xxiv. All the placements secured by the students without the assistance of PCS are considered **off-campus placements** and those students are free to continue with the campus placement process organized by the Office of Placements & Career Support (PCS).
- xxv. Students are encouraged to interact with the placement officers to get clarification regarding any placement activities. Students can approach the placement officer in case of any grievances regarding the placement process and the decision made by the Director (PCS) will be final.