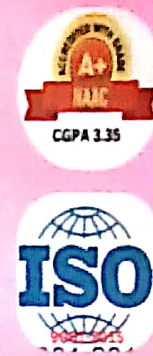




Koyana Education Society's
BALASAHEB DESAI COLLEGE, PATAN
Arts, Commerce, Science (UG & PG), B.C.A., B. Com. IT, Junior & Vocational
बाळासाहेब देसाई कॉलेज, पाटण
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Placement Committee Policy

1. Objective

The primary objective of the placement committee is to facilitate the employment of students by bridging the gap between them and potential employers through organized recruitment processes.

2. Committee Structure

1. - **Chairperson:** Typically a senior faculty member who oversees the committee.
2. - **Placement Officer:** A dedicated staff member responsible for coordinating placement activities.
3. - **Faculty Members:** Selected faculty members from various departments.
4. - **Student Representatives:** Selected students from final-year classes.

3. Roles and Responsibilities

A. Chairperson:

1. Oversee and guide the overall placement activities.
2. Approve and monitor placement policies and procedures.

B. Placement Officer:

1. Liaise with companies and organize placement drives.
2. Maintain records of student profiles and placement statistics.
3. Coordinate training programs and workshops.

C. Faculty Members:

1. Assist in organizing placement-related events.
2. Provide guidance and mentorship to students.

D. Student Representatives:

1. Act as a communication link between the committee and students.
2. Assist in the logistical arrangements of placement activities.

4. Code of Conduct

1. For Students:
 2. Register with the placement committee and provide accurate information.
 3. Attend all training sessions and workshops organized by the committee.
 4. Adhere to the schedule and guidelines provided for placement activities.
 5. Maintain professional behavior during interactions with recruiters.
6. For Committee Members:
 7. Maintain confidentiality of student data and company information.
 8. Ensure fair and unbiased treatment of all students.
 9. Work collaboratively to achieve the committee's objectives.

5. Placement Process

1. Pre-Placement Activities:
2. Organize training sessions on resume writing, interview skills, and aptitude tests.
3. Conduct mock interviews and group discussions.
4. Update and maintain a database of student profiles and academic records.
5. Placement Drives:
6. Invite companies to the campus for recruitment.
7. Schedule and coordinate placement drives.
8. Facilitate communication between students and recruiters.
9. Post-Placement Activities:
10. Collect feedback from recruiters and students.
11. Analyze placement statistics and prepare reports.
12. Implement improvements based on feedback.

6. Eligibility Criteria

1. Academic Requirements:
2. Minimum academic performance criteria as decided by the institution.
3. Behavioral Requirements:
4. Adherence to the code of conduct and participation in pre-placement activities.
5. Attendance:
6. Mandatory attendance in training sessions and workshops.

7. Grievance Redresser

1. Establish a mechanism for students to report grievances related to placement activities.
2. Appoint a grievance redresser officer or committee to address and resolve issues promptly.

8. Confidentiality and Data Protection

1. Ensure that all student and recruiter information is handled with utmost confidentiality.
2. Comply with data protection regulations and institutional policies.


9. Amendments and Review

1. Periodically review the placement policy to ensure its relevance and effectiveness.
2. Make necessary amendments based on feedback and changing requirements.


Implementation

To implement this policy, the institution should:

1. Communicate the policy to all stakeholders, including students, faculty, and recruiters.
2. Provide training to committee members on their roles and responsibilities.
3. Monitor the adherence to the policy and address any deviations promptly.


Mr. Bhaskar J. Raskar
Convener




Dr. S. D. Pawar
Principal