



**NAGINDAS KHANDWALA COLLEGE**  
**(AN EMPOWERED AUTONOMOUS INSTITUTION)**

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**THE CAREER DEVELOPMENT AND**  
**PLACEMENT CELL POLICY**

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For MALAD KANDIVLI EDUCATION SOCIETY

A handwritten signature in blue ink, appearing to read 'A. K. Kulkarni'.

Hon. Secretary/ Hon. Treasurer

A handwritten signature in blue ink, appearing to read 'M. Datta'.

**PRINCIPAL**

**NAGINDAS KHANDWALA COLLEGE OF COMMERCE**  
**ARTS & MANAGEMENT STUDIES AND SHANTABEN**  
**NAGINDAS KHANDWALA COLLEGE OF SCIENCE**  
**(AUTONOMOUS)**

MALAD (W), MUMBAI - 400 064.

**Nagindas Khandwala College (Empowered Autonomous)**

**THE CAREER DEVELOPMENT AND PLACEMENT CELL POLICY**

**Mission**

The Career Development and Placement Cell of Nagindas Khandwala College bridges the gap between campus and industry and its placement policy is applicable to all the learners who have registered with the Cell. The Cell offers assistance in securing a job. It does not guarantee placements. The terms of employment are as defined by the corporate houses offering the placement and agreed after negotiation by the student candidate.

**Vision**

We take our mantra seriously - Future Ready. Today.

It is our endeavour to skill our learners for the 21<sup>st</sup> century rigours of the industry through soft skills training followed by placements. We focus our attention on preparing our learners not for mere employment -we prepare them for a career.

**Composition of the Cell**

The Cell has a healthy mix of staff members and student volunteers.

- ❖ The Principal nominates faculty representatives from different departments of the college thereby enriching the Cell with their perspective and industry inputs.
- ❖ Student executives are selected after a rigorous round of interviews and the best two student executives are annually awarded the cash and trophy (S. Jayakumar Ebenezer Memorial Prize).
- ❖ Cell representatives participate in training workshops for upskilling purposes.
- ❖ The Placement officer conducts soft skills training workshops on need basis.

**Responsibilities of the Faculty Members**

The following responsibilities collectively contribute to the successful functioning of the placement cell and enhance the employability of students.

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**Industry Interaction:**

- Fostering and maintaining strong relationships with various industries and companies.
- Acting as a liaison between the College and potential employers.

**Student Counselling:**

- Providing career guidance and counselling to students.
- Assisting students in identifying their strengths and weaknesses to help them make informed career choices.

**Job Notifications:**

- Keeping students informed about job opportunities and placement drives.
- Disseminating information regarding recruitment processes, eligibility criteria, and deadlines.

**Placement Drives:**

- Organizing and coordinating on-campus recruitment drives.
- Liaising with companies to schedule interviews and other recruitment activities.

**Skill Development:**

- Identifying skill gaps among students and arranging for training programs.
- Collaborating with external agencies or trainers to conduct skill development workshops.

**Alumni Relations:**

- Tapping into alumni networks for training assistance and potential job opportunities
- Seeking feedback from alumni in the industry to enhance the placement process.

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Documentation:

- Maintaining records of student placements, including details of companies and job profiles.
- Preparing reports on placement.

Coordination:

- Coordinating with faculty members to align the curriculum with industry requirements.
- Collaborating with other departments for the smooth conduct of placement-related activities.
- Providing assistance in internship opportunities in conjunction with individual departments if requested

Networking:

- Attending industry events, conferences, and seminars to build a network and stay updated on industry trends.
- Actively participating in forums that promote industry-academia collaboration.

Legal Compliance:

- Ensuring that the placement process adheres to government, legal and ethical standards.

**The Role of Student Volunteers**

The Student Executives assist the faculty members in executing the functions of the Cell. They are trained in corporate ethos and are empowered in dealing with corporate requirements by the end of the year. They acquire knowledge of industry trends, gain experience in organising corporate-related workshops and become industry ready through the various activities of the Cell

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**The Standard Operating Procedure**

- ❖ Third year students who seek assistance in placements register with the cell with a nominal non-refundable fee of Rupees 200/- at the beginning of the academic year in June.
- ❖ Global University System in association with the Cell conducts an online aptitude test to map inherent skills with various careers. Each participant gets an individual score with career matches in their inbox. This is followed by a one-to-one counselling for interested participants.

**In the Odd Semesters (June to September)**

We focus on communication skills, both verbal and non-verbal. Trainers work with student participants to build their leadership and management skills. Management games are organised to inculcate team spirit in our future corporate leaders.

Soft Skills Workshops are conducted to inculcate time management skills, ethical values system and sound organization abilities.

UDAAN-The Corporate Fest offers training sessions comprising mock interviews with industry captains, frequent group discussions on trending socio-political and economic topics moderated by well-paced alumni. Resume building capsules are arranged where the job seeker learns to fine tune the resume to match the job requirements. They learn with us that “One size does not fit all!” As the world becomes increasingly digital our students are prepared for interviews conducted on electronic platforms.

HR Captains are invited as campus guests to take participants through various opportunities, growth patterns and changing sectoral requirements.

**In the Even Semesters (December to April)**

Registered learner participants are matched with industry requirements through recruitment drives both onsite and offsite.

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- ❖ Standalone drives with individual corporate houses are conducted throughout the semester.
- ❖ A Campus Recruitment fair is arranged in February/March with HR teams of several companies.

### **Regarding Placements**

About our recruiters

Our recruiters are leaders in their sectors and have diverse openings. They seek software developers, coders, financial analysts, business developers, marketers, sales associates, customer service assistants, relationship managers, HR personnel, counsellors' graphic designers, animators, content writers, etc. Some of our recruiters have been with us since the last 13 years and are happy to be back every year.

Based on candidates' feedback the Cell does not invite call centres to conduct drives. Sales opportunities do not get much traction on campus either. The institute follows One Student – One Job policy. A candidate at the campus fair is permitted to apply for two opportunities. Once a student candidate accepts an offer, the recruitment process is closed to this candidate. Candidates who have already received and accepted an offer before the campus fair through a standalone exercise is not permitted to participate in the campus drive.

### **Guidelines before the Pre placement and Placement Drive**

Candidates attending an onsite campus recruitment drive have several responsibilities to ensure they make the most of the opportunity. Here are some key responsibilities:

- ❖ Candidates shall attend all training sessions given in the odd semester. These help candidates face the recruitment season with confidence.
- ❖ The Cell will, through online and offline channels inform registered participants of companies the joining date, CTC, Job Location, eligibility criteria, etc.
- ❖ Students are to go through the details carefully and only if everything matches their requirements, and are eligible, must apply for the same on the official website and join

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the WhatsApp channel specifically made for that particular opening. Applications received after the prescribed deadline will not be accepted under any circumstance.

- ❖ The WhatsApp channels and college employment website curated for the purpose are official communication forums that will consist of HR team members, faculty members Cell volunteers and candidates. Decorum in behaviour and communication are mandatory. No meaningless forwards or unbecoming behaviour will be tolerated. The candidate who misbehaves, is unresponsive to instructions shared and disrespects the rules of the Cell and the College will automatically be removed from all channels and will lose cell membership and its opportunities

**Guidelines for the Pre placement and Placement Drive**

**Active Participation:** Candidates should actively participate in all stages of the recruitment process. The process may be online, offline or a combination of both. This includes attending pre-placement talks, taking part in group discussions or tests, and appearing for interviews. They must register for any vacancy only after understanding the job role well and its requirements, including the job location. Withdrawal after the Cell shares the final list with the companies will attract disciplinary action.

**Professionalism:** Candidates should respect deadlines, be punctual and demonstrate effective communication skills both in verbal communication and while and in nonverbal body language. Aptitude tests if prescribed by the company must be done. The candidates must have their laptops configured as per the company requirements.

**Dress and Grooming Code to be followed:**

- ✓ Formal corporate Indian/Western attire. Dark coloured trousers, light coloured shirts, ties and blazers (weather permitting) are recommended if western formal wear is chosen. Garish, loud colours and flashy accessories have to be avoided.
- ✓ Formal footwear only.
- ✓ Hair neatly tied behind/in place for the girls and boys to appear for the interview with an appropriate formal hair style

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**Preparation:** Candidates should be well-prepared for the recruitment drive. They should map the joining date with their skills and interest. A thorough understanding and research of the companies and sector of their choice is a must. Candidates must prepare for questions that would be asked at the interview which would include domain knowledge, communication skills as well as to understand the candidate's fit in the companies' plans.

Interview dates and location of the various processes will be intimated to participants in advance and will be only at the discretion of the College, Cell and the participating companies and will not be changed to suit candidate's personal requirements.

**Documentation:** Candidates should have all necessary documents ready for the recruitment drive as specified by the recruiters. Resumes must have active phone numbers of the candidates and professional sounding email addresses.

**Follow Up:** After the interview rounds are completed the HR Team of the company and the Placement Cell will update the candidate of their application status. No candidate will reach out to the company on a personal level, unless the Cell permits for certain purposes. Candidates are required to answer follow up phone calls/messages/emails immediately.

### **Rules and Regulation once the Offer is made**

Selected candidates are required to verify the CTC, terms and conditions, etc. mentioned in the offer letter before signing the document on or before the deadline. Any discrepancy is to be brought to the notice of the Cell immediately. The Placement Cell receives a copy of the offer letter.

Selected candidates are expected to accept the job offer and join as per the agreement in the offer letter. These candidates' names will be taken off the participants' list and moved to the placed list. They will not be permitted to attend any other opportunity. If a selected candidate fails to take up the offer, College reserves its right to take disciplinary action.

### **Rules and Regulations for Companies**

Companies interested in partnering with the college for filling its ongoing vacancies must send an official email with CTC, joining date, location of the posting and eligibility criteria along





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with a timeline of the recruitment process. The company must specify all details if it has a bond or a service contract. This helps candidates to make an informed choice.

Resumes of interested candidates will be shared by the Cell. Slots for the interviews will be decided mutually. A company representative will be added to the channel that consists of the candidates who have applied for the opening for ease of conducting business. All communication to candidates may be done keeping the cell informed in the email or through the designated channel.

A copy of the offer letter is to be shared with the Cell before the end of the academic year. We encourage participating companies to complete the process by April. Our students receive their final semester results in April and are equipped to join the company soon after. The degree itself is conferred as per University rules a few months later.

Companies are encouraged to give a written feedback on the candidates' performance during the recruitment process and about the selected candidates' performance 6 months later. This helps the institution to upgrade its curriculum and training on a continuous basis.

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