



KESHAV MAHAVIDYALAYA

NAAC Accredited Institution - 'A' Grade Cycle 2
University of Delhi



START@KMV
THE PLACEMENT CELL

PLACEMENT POLICY

2022-2023

Mission and Function of the Cell

1. The Placement Cell works around with the objective of facilitating contacts between firms, industrial establishments and graduates and is committed to establishing and facilitating opportunities for the growth and advancement of students of Keshav Mahavidyalaya.
2. The Placement Cell also circulates job opportunities to the Alumni Batches, for which they are eligible.
3. The Placement Cell of the college has always worked in tandem with the Central Placement Cell (CPC) of the University of Delhi. The students are informed from time to time about placement drives organized by CPC
4. The cell aims to execute all the placement processes systematically and successfully throughout the year. It does so in its best capability but does not guarantee a job.
5. The job opportunities routed through the Cell are meant only for the students of Keshav Mahavidyalaya.
6. The Placement Cell student coordinators, faculty, and the college administration hold the sole right to deal with the Placement affairs within the college.
7. The decision of the Placement Cell/ College administration will be final and binding, in case of any dispute(s).

Stages Of Recruitment

1) Company Details

Post accepting the placement invite, the recruiter shall share the details of the profile and job description along with compensation details with the placement team.

2) Opportunity Circulation

The Placement Cell circulates a registration form for every opportunity. The format of the same goes like:

- About the Company
- Profiles Offered
- Job Description
- Location
- Eligibility Criteria
- CTC
- Deadline

3) Pre - Placement Talk

If a company wishes, it may allot a day for a Pre - Placement Talk with the candidates to acquaint the candidates about the company's profile, organizational achievements, and culture of the company.

4) Selection Procedure

Details of interested candidates will be sent to the company and shortlisted students will be informed about the selection process, including but not limited to Aptitude Test, Group Discussion, Technical and Personal Interviews.

5) Job Offer

After the successful completion of all rounds, the company informs the Placement Team about the selected applicants and if the company wishes, the cell conveys the offer to selected students or the company contacts the students directly. In the latter scenario, the students have to share the offer letter with the placement cell for the official records.

Eligibility Criteria

Students of all courses belonging to the Batch of 2023 are eligible for the Placement Process if they are registered with the Cell. The Cell also works for the placement of registered alumni for job offers requiring immediate recruits

General Guidelines

1. It is mandatory for the students to register themselves with the Cell to be eligible for placement opportunities.
2. It is mandatory to attend the Pre - Placement Talk conducted by the company to take part in the said placement drive.
3. It is the responsibility of the students to check if they meet the necessary eligibility criteria required by the company.
4. The students are advised to keep checking their institutional mail ID's regularly for all the updates regarding placement drives.
5. Students shall not contact the company officials directly, unless informed otherwise by the Cell.
6. The grievances of students regarding the placement process or opportunities circulated by the cell will be addressed by the Placement Cell.
7. Students are advised to authenticate their resumes.
8. Avoid applying for job opportunities if you do not wish to take them forward.
9. Upon getting selected for a company, the shortlisted students must mail their offer letters to the Placement Cell for official record.

Offer Letter Policy

1. The Placement Cell will allow a candidate to appear in placement drives until he/she receives three offer letters from different companies of their choice for the placement session 2022-2023. This may vary in case of any specific policy/reservation imposed by any particular company.
2. The restriction is only applicable to those opportunities which are routed through the Placement Cell.
3. This policy may be removed under certain circumstances. The students need to contact the Placement Cell for the same.

Code Of Conduct

1. Students must maintain professionalism and decency throughout the placement process.
2. Once applied, it is compulsory for the students to appear for the placement process of a company.
3. In case of any emergency, a student may withdraw his/her application by informing the Placement Cell along with a legitimate reason, latest by 5 PM, on the day before the scheduled drive.
4. Latecomers for any round of the selection process may not be allowed to appear for the further selection rounds of the company.
5. The Placement Cell and the faculty members hold the right to blacklist any candidate found applying in the opportunities only for the interview experience, not turning up for drives or rejecting offer letter.

Dress Code

1. Students appearing for the placement process, both online or offline, must be dressed in formals.
2. T-shirts and denim trousers shall not be permitted.
3. Shirts, trousers and belts must be plain and simple. Students are advised not to wear flashy clothes.





Website

keshav.du.ac.in



Message us on LinkedIn

[The Placement Cell,](#)
[Keshav Mahavidyalaya](#)



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