



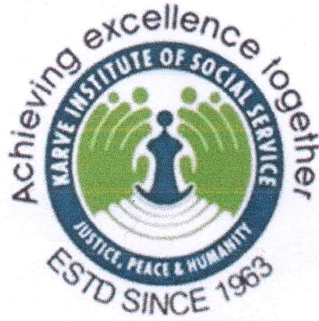
## Karve Institute of Social Service

### Placement Policy for MSW Students

#### A. Eligibility & Registration

1. Students must register with the **Placement Cell** by submitting the prescribed **Student Data Sheet** within the deadline. Only registered students will be eligible for placement activities.
2. Campus placement is **optional**; students who do not wish to participate are advised **not to register**.
3. Each student is **allowed only one job offer**. Once a student accepts a job, they will not be permitted to participate in further recruitment processes.
4. The **eligibility criteria** set by recruiting organizations will be final.
5. Registered students **must attend all placement-related training programs, workshops, and pre-placement talks**, even if they have signed a contract early.
6. The **Placement Coordinator** serves as the primary point of contact for all student queries and grievances related to placements.
7. Students must be prepared to attend pre-placement talks as per the organization's schedule.
8. Students attending campus interviews should:
  - Report on time for online/offline **Pre-Placement Talks (PPTs)**.
  - Carry their **resume, photocopies of certificates, passport-size photographs, and PDF/hard copies** as required.
  - Dress formally for all recruitment processes.

#### B. Resume Submission



- The information provided in the resume must be **accurate and truthful**. Any misrepresentation will result in **disqualification from the placement process**.

#### C. Pre-Placement Talks (PPTs)

1. Students must join online/offline **15 minutes before** the scheduled time.
2. Cameras must be **on**, and microphones **muted** during online PPTs.
3. Attendance at PPTs is **mandatory** for eligibility in further placement rounds.
4. Failure to attend a PPT without prior notice may result in **disqualification** from the placement process.
5. Any queries regarding salary, job roles, location, joining date, etc., must be clarified during the **PPT or interview**.
6. **Dress Code:** Students must dress professionally for any interaction with recruiters.
7. Students proceeding to the **next selection stage cannot withdraw mid-process**. If a student withdraws, they will be **debarred from further placements**.

#### D. Placement Process

- Students must check placement updates via **notice boards, WhatsApp groups, emails, or official announcements**.

#### E. Attendance & Punctuality

1. Shortlisted students **must** complete the entire selection process unless rejected midway by the organization.
2. **Aptitude Tests/Interviews** will be conducted as per the schedule, and latecomers will not be permitted to participate.

#### F. Discipline

1. Students must maintain **professional conduct** during the placement process.
2. Any misbehavior, misconduct, or attempt to cheat will result in **debarment from placements**.
3. The Placement Cell **facilitates** placements but *does not guarantee job offers*.



4. The "**One Student, One Job Offer**" policy ensures fair opportunities for all.

#### **G. Job Offers**

1. A copy of the **job offer letter** must be submitted to the **Placement Cell**.
2. If a student decides not to take up an offer, they must **inform the Placement Cell** immediately.
3. Students must work for **at least one year** after accepting a job offer. Any withdrawal must be communicated formally via the **Placement Cell**.
4. If an organization **withdraws an offer**, the Placement Cell must be informed, and the organization is expected to compensate for the candidate's lost time.
5. Students may list their **top three organization preferences** after PPTs. Once an offer is received, the student must **exit the placement process**.
6. Students have **24 hours to accept or decline a job offer**. If declined, the offer may be extended to a waitlisted candidate.
7. Once a job is accepted, students will **not be allowed to sit for any other interview**.
8. Students who **reject their first offer** can only appear for another interview with **prior permission from the Placement Officer**.

#### **H. Debarment/Blacklisting Grounds**

1. Engaging in **disciplinary violations or unethical practices** will result in **debarment**.
2. Providing **false information** to recruiters will lead to **blacklisting** from placements.
3. Shortlisted students **cannot withdraw after an aptitude test/interview round** without disciplinary action.
4. Complaints from recruiters regarding **unprofessional behavior** will be taken seriously, and students may be **barred from future placements**.
5. Any matters not covered by this policy will be handled at the **discretion of the Placement Cell** in consultation with advisors.

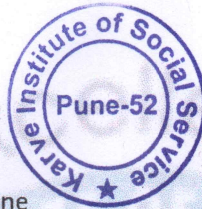
#### **Policy Revisions**



This policy is subject to periodic revision based on **industry trends**. Any updates will be **communicated to students**.

**Issued by:**

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