CAREER GUIDANCE AND PLACEMENT CELL – 2013/14
RULES AND REGULATIONS

Section A – Rules for CGPC members

1. All Pre-Placement Talks (PPTs) will be compulsory for all Members of the CGPC. Attendance sheet will be available at the entrance of PPT room for signature by the CGPC Members attending the PPT. Admission to PPT room and signature for attendance will be closed 10 minutes prior to starting of the PPT.

2. In case of an emergency, students may be exempted from attending PPTs. However, they cannot appear for the interview of an organization for which they have missed the PPT.

3. Students who get placed with any organization are also required to be present in rest of the PPTs to be organized. In case of failure to do so, the student will be considered as a defaulter and hence the inappropriateness on his/her part will be communicated to the Institute and strict disciplinary action will be taken by the CGPC.

4. Students will not be allowed to sit for the interviews of the organizations whose PPT they have missed and if s/he subsequently misses three PPTs of different organizations, s/he will be considered out of the placement process and no request for a refund of the CGPC membership fee will be entertained.

5. Attendance norms for the PPTs may be relaxed by CGPC Faculty Committee members for the CGPC Executive Body attending to CGPC work, only if they are not applying for that particular organization.

6. PPTs will begin at the time mentioned in the daily schedule and the doors will be closed 10 minutes before PPT begins. Latecomers will not be entertained. They will, in effect, miss the PPT (even if they enter & sit in the PPT) and then above stated rule (2 & 3) for the same will apply to them as well.

7. Students should clear their doubts at the end of PPT presentation. There will be no questioning during PPT about the remuneration or any such queries. Reasonable time would be allotted at the end of PPT for that purpose.

8. After the PPT, interested students may submit their resume while exiting the PPT room. Only Hard Copy of CV bearing CGPC stamp will be accepted. No student will be allowed to submit
his/her resume after leaving the PPT room or at any later stage.

9. While entering the PPT room, the students are recommended to carry a couple of copies of their CGPC Stamped Resume.

10. CGPC Team Member or designated CGPC Executive Body member will make a list of the CVs received and then forward the same to the Recruiting Organisation (RO). The list will be made public at a later stage.

11. Once a CV is submitted for a particular organization, the CGPC Member cannot withdraw from the process.

12. If a student realizes that s/he does not want to be recruited for the organization that s/he is sitting for, s/he must make it very clear without any ambiguity, allowing the RO to select students from the waiting list. S/he should ensure that his/her name does not appear on the final/selected list. The student concerned must also inform the CGPC Executive volunteering for the RO.

13. Once a student's name appears in the final list of candidates selected by a RO, the student will be out of the placement process but has to attend all future PPTs. This also applies for online applications and selection for Fellowships.

14. All announcements regarding the CGPC activities, schedules and other day to day notices will be sent via email. Posting to the Google Group will be considered as notification to CGPC Members. The students are advised to check (more frequently during the placement week) their email as well as the Google Group site for all CGPC related updates. CGPC Members must keep themselves informed of these notices which act as the official means of communication between the CGPC members and the CGPC Executive Body.

15. Any concern regarding placement process can be shared with the CGPC Representative from the different Thematic MA programmes to ensure a formal channel of communication and redressal via email. The same information can also be shared with other CGPC Executive Body members.

16. Students can submit CVs to a RO only in the format recommended and verified by CGPC. If a RO asks for a tailor made CV, the CGPC EB will inform the CGPC members accordingly.

17. Students giving their CV to a RO will be bound to accept the offer given by the said RO in the TISS Placement Form, if selected. Once selected with the offer promised in the TISS Placement Form, such a candidate will be out of the placement process.
18. If a student desires for salary negotiation from specific RO, s/he should inform CGPC Executive Body. Henceforth action will be taken by CGPC Executive Body, only during final interview.

19. Students are not allowed to share their email or contact numbers with the ROs at any point of time till the final selection is notified by CGPC. In case of a request from a RO, please ask the RO to get in touch with the CGPC EB team.

20. CGPC is an autonomous body. It is only answerable to the TISS administration and faculty members. CGPC Committee. Membership to the CGPC does not guarantee placement, but ensures all support required in facilitating the placement process for each of its members.

21. Students who have not enrolled in the CGPC are excluded from the process. Their concerns and issues regarding the process shall not be officially entertained.

22. The CGPC Executive Body is empowered to enforce any and all of the above clauses for smooth functioning of the Placement process. The CGPC Executive Body will function under the guidance of the CGPC Faculty Committee members.

Section B – Code of Conduct

1. Usage of cell phones/laptops, ringing of cell phones, sleeping, talking, eating, or walking out during the PPT or any inappropriate behavior is prohibited.

2. All CGPC members are expected to dress formally and maintain decorum.

3. Redressal of grievances with any issue regarding the placement process or the CGPC should be referred to CGPC Executive Body by means of email ONLY. Any such email should not be copied to any e-group, social networking site or any other email ID. If circulation of such emails is brought to the notice of the CGPC, the CGPC will not be liable to address the issue and action will be taken against the persons concerned.

4. In case a student encounters personal or ethical issues with the process of a particular RO, the student concerned has to communicate the same to CGPC Executive Body or Faculty Committee members well in advance and not directly to the RO under any circumstances. Action will be taken against students who violate this clause.

5. In case of violation of any of the above guidelines, action will be taken by the CGPC Executive Body and/or TISS administration.
Section C – Rules for Recruiting Organizations

The placement process for the School of Social Work, Tata Institute of Social Sciences is undertaken by the Career Guidance and Placement Cell (CGPC). Recruiting Organizations (ROs) can confirm their participation in the placement process through the CGPC Executive Body. Information provided by the RO is used for slotting dates and further recruitment process in the TISS Mumbai Campus. After deciding the slot, the same is communicated to the RO for confirmation.

For smooth functioning of the placement process, ROs are required to follow the Placement Rules mentioned below:

1. Organizations interested in recruiting students graduating in M.A. Social Work or M.A. in Management of Voluntary Organizations from the SSW, TISS will have to communicate their requirement in a prescribed SSW (TISS) Placement Form.

2. The procedure for allocation of slots for prospective ROs will be in accordance with the guidelines set by the CGPC. The following details will be used to allocate slots for conducting the recruitment process on campus:
   a. Job profile being offered,
   b. Remuneration and incentives,
   c. Geographical location and mobility, and
   d. Number of positions offered.

3. The placement process will comprise of the following:
   a) A Pre-Placement Talk (PPT) may be conducted on a mutually convenient date before the Placement Week or during the Placement Week itself.
   b) Collection of Curriculum Vitae (CV) of interested students and handing over to the RO.
   c) Selection process by the RO.
   d) Handing over the list of selected candidates for final placement to CGPC Executive Body before leaving the Campus.

4. During the Pre-Placement Talk, the RO will make a presentation about the organisation and
details of the job offered. After the Pre-Placement Talk, the RO can respond to the queries of the students.

5. The CGPC Executive Body must receive the appointment letter within seven days of the selection process.

6. To avoid uncertainties, all ROs are requested to prepare a waiting list in addition to the list of students selected for placement.

7. ROs are requested not to short list candidates based on the information given in the Placement Brochure alone. Shortlisting of candidates should be done after the PPT and Submission of CVs of interested candidates.

8. The CGPC Executive Body supports off-campus interviews. For all such interviews, ROs and interested students, must notify the CGPC Executive Body.

9. Off-campus placement through video conferencing and other web/telephonic media will also be facilitated by the CGPC EB for those ROs who may not be in a position to visit the campus. Off-campus placement will take place only after the Campus Placement Week. Personal Interviews at the office of RO can be facilitated at a mutually convenient date. In such circumstances, the RO is requested to provide for travel and local hospitality.

10. If a RO wants to conduct a written test for shortlisting of candidates, only the written test scores should not be considered for elimination.

11. In personal interviews, the RO is requested not to question social and economic background of the candidate. In case of any such complaints from the candidate appearing for the interview, the CGPC EB may intervene in the process.

12. Any communication regarding the placements should be made only with the CGPC Faculty Committee members and/or CGPC Executive Body.

**PLACEMENT FEE:**

**Option One** – Rs. 5,000/- (with entitlement for one night’s accommodation for two members at the TISS Mumbai Campus from the RO, plus airport/station pick-up and drop facility and meals during their stay at the TISS Mumbai Campus).

**Option Two** – No fee. Any assistance required by the RO will be facilitated on actual costs basis.
**Note** – All dates are tentative and are subject to change. All parties concerned will be intimated in advance.