

**Pravara Rural Education Society's
College of Pharmacy (For Women), Chincholi
Tal: Sinnar, Dist: Nashik**



PLACEMENT POLICY

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PLACEMENT POLICY (STUDENTS)

1. Eligibility:

- ✚ Final Year B.Pharm, and M.Pharm Part II students who do not have arrears (backlogs) in the subjects of previous years, who have submitted their theses are eligible to participate through registering for placements.
- ✚ Students who have not paid the tuition fee or who have a very bad track record (severe attendance shortage, misconduct etc.) are not allowed to attend the campus interviews.

2. Registration:

- ✚ Eligible students looking to be placed through T & P cell have to register by filling a registration form and submit to Training and Placement Assistance Centre.
- ✚ Consent can be sent via email or a letter to T & P cell for attending campus or off-campus interview.
- ✚ Last minute registrations and consent to attend campus interview are not allowed. One can withdraw application/consent at least three days before the campus recruitment.
- ✚ Mere registration will not guarantee a job nor will T & P cell be held responsible for providing the job. However, T & P cell would assist students in training and placement.

3. Resume:

- ✚ Students are required to submit their resumes.
- ✚ These resumes are required to be updated as and when necessary, based on the job description and recruiting company.
- ✚ Customized or Company specific resumes may have to be filled and submitted as and when required.
- ✚ T & P cell will not be responsible for any fraudulent/misleading information given by anyone.

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- ✚ If discrepancies are found in any resume, the student submitting such a resume will be barred from placement process.

4. Certificates:

- ✚ As per the requirements of the company students should furnish necessary certificates (Mark sheets of 10th, 12th, Graduate, Postgraduate etc.,).

5. Way of communication of advertisement to student

The students are communicated through whatsapp group and personal calling

6. On-campus/Off-campus Interview:

- ✚ Registered students, who have given their consent to attend the interview, are allowed to attend on-campus and off-campus pre-placement talks and also interview process.
- ✚ Students are required to stay in the college/premises where the interview is being held from the start through to the end of the entire interview process.
- ✚ A registered student can attend a maximum of three interviews coordinated by T & P cell.
- ✚ Students, who have registered and consented, but are absent for either pre-placement talk or campus drive of a company, will be appropriately punished (Fine/Apology letter/de-bar from attending further campus interviews).
- ✚ Students, who are interested only in the pre-placement talk, but do not want to attend the interview, can do so with prior information to T & P cell and, if permitted by the company.
- ✚ Students, who have not been selected in three attempts in the interviews assisted by T & P cell, are advised to take-up a focused training as per the feedback.

6. Job Offer/Appointment Letters:

- ✚ Selected students would receive a job offer letter/appointment letter/email informing them of their selection.
- ✚ Students are required to accept/reject the job offer during the process of recruitment.
- ✚ Students, who have accepted a job offer, are not permitted to appear for interviews by other companies.
- ✚ Students whose selection is pending or who have not received a confirmation email/letter from the company are allowed to appear for further on-campus and off-campus interviews.

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- ✚ Once the student(s) is/are selected by a company, the responsibility of T & P cell ceases. However, appropriate action will be taken by college authorities, if the selected student indulges in any of the unacceptable activities (not reporting to the company/immediate resignation/absconding).

7. Post Placement :

- ✚ Students who have been selected by the companies are required to report to the company and abide by the rules and regulations thereof.
- ✚ However, they can join the company only after completion of their final examinations.
- ✚ Students are requested to provide information about their achievements, promotions and job shift to T & P cell.
- ✚ Selected students cannot jeopardize college related activities and have to fulfill the criteria prescribed by PRES's College of Pharmacy,Chincholi/University for the completion of respective course.

8. Feedback:

- ✚ Students are requested to provide feedback on training and placement. Only those students, who have registered and attended training and placement, are eligible to give feedback.

8. Cell formed under TPC are

Career guidance cell, entrepreneurship development cell, skill development cell and training and placement cell

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9. Dress code and Discipline:

- ✚ Students are required to come in formals and should maintain strict discipline during the process of interview.
- ✚ Students who come in casuals will not be permitted to attend the interview. Students who do not report at schedule time and who indulge in indiscipline will not be allowed.
- ✚ Students are expected to abstain from questioning the selection process of any company.

PLACEMENT POLICY (RECRUITERS)

- ✚ Recruiters who are looking out for fresh BPharm, and MPharm students are most welcome to conduct on-campus recruitment drive. However, they can also call students for off-campus or pooled campus drives.

1.Placement season:

- ✚ Placement season starts in the last week of February and run through July of every year. However, the recruiters are free to contact throughout the year to enquire the students' availability and fix the date(s) for on-campus and off-campus placement drive.

2. Streams offered, intake and completion of exams :

- ✚ COPC offers B.Pharm, and M.Pharm (1 Specialization). Students (BPharm (Intake - 60), and MPharm (intake 15) will complete their final exams by the end of June and will be able to join any time after the first Week of July. However, the students will get final exam results only by mid-July/August.

3. Registration:

- ✚ Recruiters who are interested to conduct on-campus interviews are required to send an email to _____.

4. Requirements for on-campus or off-campus:

- ✚ Recruiters are requested to furnish (_____@_____) the following details:
 - Job Profile/description
 - Job Location

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- Training/probation period
- CTC during & after training/probation
- Designation before & after training/probation
- Service agreement, if any
- Eligibility/Qualification/experience requirements of the candidates
- Selection Process - (Pre-placement talk, Test (written/online), Group Discussion and Personal Interview etc.,)
- Facilities required during campus recruitment
- Preferred date(s) to visit campus.
- Accommodation and local transport (Will be arranged on prior request and against payment. The information with regard to number of rooms to be booked and type of vehicle (big or small) should be provided at least a week in advance.

A list of interested candidates will be provided to the recruiters within two days, based on the above details.

5. Recruitment:

- ✚ Recruiters can either visit the campus or can call the students to their respective company or any place in case of pooled campus drive for recruitment.
- ✚ They are welcome to conduct pooled campus drive in our campus. However, for pooled campus drive a detailed discussion and details should be provided well in advance to T & P cell.
- ✚ Facilities like a hall, Audio-Visual facilities for on-campus pre-placement talk and interview process will be provided.

6. Selected candidates:

- ✚ A list of the selected candidates can be mailed or hardcopy can be handed over to placement coordinator any time after the completion of Interview Process.
- ✚ Students are permitted to appear for any number of interviews till offer letter is received.
- ✚ Hence it is in the best interest of the interviewer to issue offer letter at the earliest. Neither T & P cell nor college holds responsibility of students' conduct (not reporting to company/ misconduct/resignation/absconding/underperformance) once the selection process is completed.

7. Feedback:

- ✚ Recruiters are requested to provide feedback on the quality of the students and the facilities provided by College/University.

8. Placement Slot:

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- Recruiters can block the date(s) for the interview. Recruiters will be provided day zero (first company for campus recruitment) if they are providing a CTC of more than INR 2 lakhs for BPharm and more than INR 3 lakhs for and MPharm.

9. Memorandum of Understanding (MoU)/Collaborations/Industry-Institute-Interactions:

- Companies are welcome to have MoU for regular recruitment year on year. Companies are also welcome for collaboration and Industry-Institute-Interactions.

Note: Placement firms where recruitee pays are not allowed for the recruitment. T & P cell may modify above details from time to time.

ADDRESS FOR CORRESPONDENCE

Prof.Ms.Vandana Aher,
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PRES's College of Pharmacy,Chincholi,Sinner,Nashik.

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