

# Placement Rules and Regulations

## University of Calcutta - Department of Economics

### *Batch of 2018-2020*

The following set of rules and regulations with reference to the Placement activities of the campus are in effect throughout the third and the fourth semesters of the batch of 2018-2020. They are binding for all involved parties and no exceptions shall be acknowledged or entertained. If any amendments occur for the greater benefit to this document, it shall be notified and agreeable to all involved parties.

Till the formulation of the Placement Committee (PC) for the batch 2018-2020, the Provisional Placement Committee (PPC) shall discharge all the duties of the PC in its fullest capacity and all decisions taken by the PPC shall not, in any manner whatsoever, be less binding than that of a regular PC. All powers of office vested in the PC are, by extension, vested in the PPC.

With reference to the above, the PPC shall be addressed as the PC in this document, henceforth.

### General Rules and Regulations

1. ***Internship:*** Provision for internship opportunities does not fall under the realm of responsibilities entrusted to the PC. However, in the event that a company approaches the Department for any such related matters, the same is to be facilitated by the PC in position at the University. **The Placement rules and regulations with reference to the Placement activities of the campus shall be binding in all such situations.**
2. ***Registration:*** All students eager to avail the Placement services must register themselves in the specified format with the Placement Committee (PC). This may involve sharing information outside the currently pursued course. However, they are mandatorily required for the recruitment process. Registrations will not be accepted beyond the specified deadline. **The PC will not be responsible for any discrepancy.**
3. **Information concerning any placement proposal/offer will be conveyed to the candidates only when the same materializes into a Placement Drive, i.e, when the concerned company confirms the conducting of a recruitment process in the campus.**
4. ***Pre Placement Info:*** The **Pre Placement Info (PPI)** [inclusive of **Job Description (JD)**] obtained from the companies will be put up on the PC notice board. To ensure speedy information flow, WhatsApp or the formal Google group may also be used to convey/receive updates. Details may include the company, eligibility criteria (including academic cut offs like CGPA), nature of duties, nature of compensations, etc. The PC shall not be responsible for any discrepancy information. However, nature of compensation may not be revealed by certain companies explicitly before the placement drive. The PC shall be able to communicate details of the compensation only when made aware of the same by the respective recruiter.

5. Recruiter details: Details of the company's recruitment procedure viz. submission deadlines of resumes, screening process including online or offline aptitude tests, if any and date for interviews etc. will also be conveyed (if available). Information on any **Pre Placement Talk (PPT)** will also be shared.
6. Information flow: As soon as the PC receives any information from the Teacher Placement Coordinator, on any part of the recruitment process which includes date, time and place of placement drives, eligibility criteria, if any and other details, it shall be duly transferred to the batch with complete transparency.
7. Procedural details: Companies usually shortlist candidates after screening resumes or post conduction of online/offline aptitude tests. **The basis of shortlisting is not revealed by recruiters unless explicitly mentioned in the form of GPA cut offs, etc.** The date, time and place of the written/online/offline tests and/or interviews will be notified. Contents (broad areas of study) for the written/online/offline tests are usually not communicated to the PC. On the event of any such information being present with the PC, it shall be duly conveyed to the students to ensure best performance in the placement drive.
8. One student-One job policy: This means that on day N, if a student gets announced as selected/placed by a company, he/she stands disqualified for sitting in any subsequent selection event from day N+1, irrespective of whether he/she had originally applied for it, before the said announcement of the selection.
9. Method of being counted as a 'placed'/'selected' candidate: Mode of announcement of the selected (placed) candidates differs from company to company. While some companies may choose to publish the list on their websites, some announce the same on the day of the placement drive itself. **However, a student is declared by the PC to have been placed (selected) only after an official communication (in the form of an official mail or hardcopy of the call letter) by the concerned company.**

An applicant who has been placed through an off-campus (or pooled) recruitment drive, facilitated by the Departmental PC shall also be declared by the PC to have been placed. Such candidates by virtue of the *One student-One job policy*, are thereby ineligible to appear for any further recruitment drives.

In the special case of a waitlisted candidate, who has been **explicitly mentioned to be on the waitlist of a company's recruited personnel list**, he/she shall be allowed to appear for further placement sessions. The first confirmed official intimation for a candidate from a company shall be considered the declaration of being placed/selected.

10. The PC has no policy of interference with off-campus applications (only those that are not facilitated by the Departmental PC) to companies. However, candidates applying off campus are requested to provide to the PC the requisite contacts of any off- campus recruiters.
11. **No student outside the PC, unless assigned by any authorized person, shall contact the company personally (i) before they visit campus for recruitment (ii) after they visit campus for recruitment, unless they have been directly asked by the company to**

do so.

12. Once a student gets placed in a company, he/she must report it **immediately** to the placement coordinators and submit their details to them.

### **Particular Rules and Regulations:**

1. **If a candidate registers for a particular company but fails to turn up on the day of recruitment without notifying about his/her absence by an official correspondence (through an email to the PC or to the Student Placement Coordinator in charge of the particular company's recruitment session) prior to the event, the candidate will be barred from appearing in the next two forthcoming placement recruitment events. Intimations will be accepted till 1 hour from the reporting time. Any intimation of absence post that will not be taken into consideration.**
2. **A candidate who gets shortlisted for consecutive rounds of the recruitment process is bound to go through the entire selection procedure unless rejected midway by the company on the day of the recruitment drive. Any candidate who withdraws deliberately (unless otherwise motivated by unexpected deterioration of health, a direct message from the recruiters end to the concerned candidate or an unforeseen immediate emergency, which requires urgent and immediate redressal), in the middle of a selection process shall be debarred from availing any further placement services provided by the Placement Cell in position, for the rest of the placement session with respect to the particular batch under consideration.**
3. **For candidates with one or more supplementary papers, eligibility criteria for registering for a particular recruitment drive shall be subject to company policy and the PC cannot in any form seek to modify it for solicitation on behalf of such candidates.**
4. A candidate must meet deadlines set by the Student Placement Coordinators.
5. **The assigned Student Placement Coordinator for any particular recruitment drive is the single point of contact for the concerned applicants.** The PC in any manner whatsoever, shall not be held liable in case an applicant's queries/complications remain unaddressed (leading to cancellation of the candidate's application), owing to the inability of the candidate to abide by the aforementioned rule.
6. It shall be imperative and binding on a candidate to update his/her application (**CGPA and other details as informed by the Student Placement Coordinators**) as and when required, within the stipulated deadline for the same, failing to abide by which shall lead to the candidate being debarred from that particular recruitment drive.
7. It is advisable for the candidate to appear in placement selection events in proper formal clothing.
8. **Placement aspirants must be in possession of their University ID card, hard copy of resume and stamp size photo while appearing for a placement session.**

9. The PC gives no guarantee of placement. Only aims to maximize the number of placement drives that can be held in campus.
  
10. All formal announcements shall be made via notices displayed on the Placement Notice Board, followed by a WhatsApp message and a mail from the official mailing address if found necessary. Each candidate is, thus, required to keep a tab of the notices put up on the Placement Notice Board. **The PC, in no way, is responsible for any candidate being unable to meet deadlines on account of failing to notice an announcement displayed on the board.**

---

**PROF. MAHALAYA CHATTERJEE**  
**(TEACHER PLACEMENT COORDINATOR)**

---

**PROF. SARBAJIT CHAUDHURI**  
**(HEAD OF THE DEPARTMENT)**