

ABOUT THE PLACEMENT COMMITTEE, GLC

1. FORMATION OF RCC

- Year of Formation: Academic Year 1998-99
- Founder & Professor In-charge: Since the inception of the committee, Prof. Pithawalla has been the Professor In-charge and is guiding the committee since.
- Purpose of the Committee: To act as a link between the recruiters and the students, thereby fulfilling the needs of both, and enabling the students to get on-campus placements.
- Function of the Committee: In order to achieve its goal of providing opportunities to the students as well as the alumni of the college, the committee carries on a broad range of activities such as organizing pre-placement talks by company representatives, compiling and forwarding applications from students to the recruiter and complete management and coordination till the end of the procedure, facilitating group discussions and interviews and assisting with job offer and acceptance procedure.
- Online Presence:
 - Placement Committee – GLC (Facebook)
<https://www.facebook.com/groups/placements.glc/?ref=share>
 - GLC Students' Council (Facebook)
<https://www.facebook.com/groups/glcstudentscouncil/?ref=share>
 - GLC Placement's Website
<http://www.glcplacements.com/>
 - LinkedIn
<https://www.linkedin.com/in/placement-committee-government-law-college-mumbai-245357206/>

2. APPOINTMENT OF CORE MEMBERS & OTHER MEMBERS

- APPOINTMENT OF JUNIOR COORDINATORS:
 - Placement Committee invites first year students to be part of the committee by circulating a notice.
 - The notice consists of an application form wherein the students fill in their personal details and upload their CV.
 - In order to qualify for a membership with the committee as a junior coordinator, the student must clear an interview taken by the existing core members and the secretaries.
 - Approximately 4-5 junior coordinators are selected to assist and work under each senior core member.
- APPOINTMENT OF SENIOR COORDINATORS:
 - The junior coordinators are then assessed over a period and based on performance are shortlisted internally by the core committee.
 - The shortlisted junior coordinators are then interviewed by core members and the secretaries.
 - Upon clearing the multiple interview rounds, around 12-16 members are selected as senior core so as to replace the outgoing core members.
- APPOINTMENT OF SECRETARIES:
 - The outgoing secretaries appoint 2 competent senior coordinators, based on their performance and dedication throughout the year, as the new secretaries with the approval of Prof. Pithawalla.

- After scrutiny and approval from Professor In-charge - 1 General Secretary, 1 Assistant General Secretary, and new senior coordinators form the next core of the Placement Committee for each academic year.

3. WORKING & FUNCTIONING OF THE COMMITTEE

CHAIN OF COMMAND:

- The secretaries take charge of the committee's internal functioning and administer the work of all the members.
- Members are allotted work by the secretaries and their work is overseen and supervised by the secretaries themselves.
- Any exigent or critical matters are referred to the Professor-In-Charge and his decision in the matter is adhered to by the Secretaries.

GENERAL PROCEDURE FOLLOWED IN DAY-TO-DAY FUNCTIONING:

Throughout the year the committee is approached by recruiters with their requirements for various positions such as Intern / Paralegal / Associate / Articled Clerk, etc. The committee processes these requirements in the following manner:

- As soon as the recruiter contacts the committee with their requirements, a vacancy notice is drafted and the secretaries post the notice on the Placement Committee's Facebook Page, GLC Student Council's Facebook Page as well as the Placement Website.
- Once the vacancy notice is put up, interested students are instructed to send their CVs to the placement committee's Email ID. Students are given a deadline within which they have to submit their CVs, after which the members compile, verify and dispatch the CVs in a zip folder to the recruiter along with other details of the candidates (if demanded by the recruiter).
- The recruiter reverts with the list of shortlisted students along with their interview schedules. The same is conveyed to the students. A committee member coordinates with the students and keep in constant touch with them to help facilitate a timely and hassle-free interview process.
- Once the screening process is concluded, the recruiter sends across a list of the final selected candidates. The members of the committee contact these candidates and take their confirmation on accepting/rejecting the offer.
- Other activities of the committee include preparation of the placement brochure for final placement, Campus Recruitment Drives, communication, networking and relationship-building with potential recruiters, invitation to recruiters to visit the institute, general follow-up, joining formalities and other administrative activities.
- This entire process is conducted smoothly under the day-to-day management of Secretaries and it is overviewed from time to time by Prof. Pithawalla.

FLAGSHIP EVENTS:

1. September Placement Week

- Position: Associate
- Eligibility: Final year students (V-V & III-III)
- 10 options are given to select the recruiter of their choice
- Recruiter's Registration: Invites are sent to get registration form filled by interested recruiters

- Student Registration Process: 3 days (Informed in advance by the committee)
- CV verification (by Placement Committee)
- Dispatchment of the CVs
- Shortlist & interview process

2. February Placement Week

- Positions: Intern, Articled Clerk, Associate
- Eligibility: V-III, V-IV, V-V & III-I, III-II, III-III
- 12 options are given to select the recruiter of their choice
- Recruiter's Registration: Invites are sent to get registration form filled by interested recruiters
- Student Registration Process: 3 days (Informed in advance by the committee)
- CV verification (by Placement Committee)
- Dispatchment of the CVs
- Shortlist & interview process

3. Pre-Placement Talks / Lectures Sessions

- Placement Committee also organizes Pre-Placement Talks with several recruiters who are willing to recruit students of our college.
- The committee also helps conduct various webinars / lecture sessions with recruiters who are willing to give an insight of their organization, their working or any topic related to law.

RECENT NEW INITIATIVES

1. Webinar Series:

- Purpose: To help the students of our college get insights into various fields of law.
- Panelists: They are alumni of GLC who guide and share their insights. Prof. Pithawalla also actively participates to share his valuable insights and to interact with the panelists.

2. E-Campus Recruitment (Simulation of Day Zero Concept):

- Successfully organized the first-ever E-Campus Recruitment, 2021
- Eligibility: Final year students (V-V & III-III)
- Position: Associate
- Firms for E-Campus 2021: Shardul Amarchand Mangaldas & Co., Trilegal, AZB & Partners, and Cyril Amarchand Mangaldas

PENALTIES FOR MISDEMEANOUR

- If it is found that a student has indulged in any unfair practice or has defaulted in any way or violated any rules and regulations of the Placement Committee, the secretaries report the same to the Professor-In-Charge.
- An appropriate action is taken against that student, at the sole discretion of Prof. H. D. Pithawalla (Professor In-charge) of the Placement Committee.