



AFFILIATED TO UNIVERSITY OF MUMBAI - NAAC REACCREDITED - 'A' GRADE

Standard Operating Procedure (SOP) for Student Placements

1. Student Registration

- All interested students must register with the Placement Cell through the designated registration link provided by the College.

2. Company Outreach

- The Placement Cell shall contact HR departments of various companies.
- Request detailed information, including:
 - Job descriptions
 - Eligibility criteria
 - Recruitment process structure

3. Dissemination of Job Profiles

- Received job profiles will be shared with students via a structured Google Form.
- Instructions for the application and deadlines will be clearly mentioned.

4. Student Application Process

- Students wishing to participate in a placement drive must:
 - Fill out the Google Form.
 - Formally register for that company's recruitment process.

5. Submission of Candidate Details

- The Placement Cell will compile the list of registered students.
- Forward the list to the concerned company within the stipulated timeframe.

6. Recruitment Process Intimation

- The company will communicate recruitment details directly to shortlisted students, including:
 - Date and time
 - Venue (college campus or company premises)
 - Required documents

7. Selection Notification

- The company will inform the Placement Committee about the final selected candidates through an official email.

8. Issue of Provisional Offer Letter

- Selected students will receive a provisional placement offer letter from the company.

9. Training and Skill Development

- The Placement Cell will periodically organize:
 - Placement training programs
 - Aptitude sessions
 - Mock interviews
 - Guest lectures by industry experts

