

**PLACEMENT CELL
OF
V.M.SALGAOCAR COLLEGE OF LAW**

PLACEMENT POLICY 2022 -2023

This policy is created by the Placement Cell of V.M.Salgaocar College of Law for the growth and development of the students. It is a wing of the college trying to provide inculcate skills and professionalism in its students to enable them to find gainful employment.

1. Definitions:

- a) "**Placement Cell**" means a student cum faculty body formed by Symbiosis Law School, Pune to facilitate the process of Campus Recruitment, Internship, Training & Development and Industry Relations, Alumni & Entrepreneurship development.
- b) "**Campus Recruitment Process**" means the process of facilitating recruitment of students of 4th and 5th year students of B.A./ B.B.A. LLB, 2nd and 3rd year students of LLB, and LL.M.
- c) "**Code of conduct**" – code governing behavior of students for this policy.
- d) "**Disciplinary Action**" shall include an internal disciplinary process headed by the Principal, and Director of Placement cell according to the code of conduct prescribed by the College and Goa University rules.
- e) "**Internship Process**" means the process of facilitating internships primarily for students of 3rd, 4th and 5th year students of 5 years B.A./B.B.A. LLB Program, 2nd and 3rd year students of 3 years LLB Program and LLM.
- f) "**Career and Professional Development Process**" means the process of facilitating recruitment of students of 4th and 5th year students of B.A./B.BA LLB, 2nd and 3rd year students of LLB and LLM.
- g) "**Placement Offer**" means any offer received by the students for recruitment in any company/firm/organization/court or in the office of advocate or solicitor. Includes both Pre-Placement Offer (PPO) as well as usual appointment offer.
- h) "**Placement Policy**" means this document and any other addendum/amendment issued by Career & Professional Development Cell going forward.
- i) "**Registered Students**" – means a student enrolled in a full time program of the college.
- j) "**Unprofessional conduct**" – Student behavior in deviation from the set code of conduct as prescribed in this policy.

2.0 PURPOSE OF THE PLACEMENT POLICY

The purpose of this policy is to ensure that placements and internships of registered students of V.M.Salgaocar College of Law are done in a fair and transparent manner. Providing opportunity for all students to compete and gain employment according to their choice.

2.1 Aim of the Placement Policy

In order to achieve the purpose, this placement policy aims to:

- ♣ set a clear and transparent framework for the processes related to placements and internships of the students of the college;
- ♣ set out role and responsibility of the students participating in the placement and internship process;
- ♣ achieve placement of maximum number of registered students

3.0 ROLES AND RESPONSIBILITIES

This policy sets out the roles and responsibilities of the Placement cell of the college and the students seeking placement and internship assistance from the Placement cell.

A clear identification of the roles and responsibilities shall ensure that the placement and internship activities run successfully and also indicate that these activities are integral part of the work culture at the institute.

3.1 Roles and responsibilities of Placement cell

The Placement & Training cell shall be responsible for:

- ♣ ensuring that appropriate procedures are in place to support this policy;
- ♣ contacting and inviting law firms/ companies for placement and internship;
- ♣ liaising with various departments, centers and administrative units to ensure implementation of this policy;
- ♣ maintaining a contact list of students seeking placement and internship;
- ♣ ensuring proper communication between various parties involved in student placement and internship activities;
- ♣ maintaining records and ensure it is documented and periodically updated as per requirements.

3.2 Roles and responsibilities of students

The student shall be responsible for:

- ♣ understanding and adhering to the placement policy of the college;
- ♣ providing all necessary and relevant information to the Placement cell as and when required and in a time bound manner;
- ♣ keep their conduct to the highest level possible of the professional standards and not detrimental to the goodwill of the Placement cell and the college;
- ♣ attending mandatory sessions as declared by the Placement cell regarding skill enhancement/ briefing related to placement and internship;
- ♣ attending mandatory session as declared by the lawyer/ law firms/ company offering placement and internship.

4.0 PLACEMENT PROCESS

The placement process for the session shall begin in the month of April/May every year. The process flow for the typical placement/internship shall be as under:

1. Students must register with the placement cell.
2. Placement cell will look out for internships and placements with advocates, law firms, companies.
3. Announcements of offers received to the students.
4. Checking eligibility of the students.
5. Notifying the eligible students to the stake holders.
6. Selection process by the Offeror.
7. Announcement of the selection result.

5.0 Internships

Internships are integral part of professional education and play an important in shaping and building a lawyer. They provide rich experience and expertise.

The students of the college are expected to undergo industrial/corporate/legal internships as a part of their programs.

Students enrolled in B.A.LL.B and LL.B Degree program are normally expected to do such internships for a period of 30 during every year of their study.

The Placement cell shall also invite lawyers, law firms and companies to provide internship to students.

The process of selecting candidates shall be the same as followed for selecting the students for placements. The policy applicable to the students for placements will also be applicable for the students seeking internship assistance

6.0 CODE OF CONDUCT

All students should conform that their behavior is fitting of highest levels of professional conduct, ensuring that all of their acts:

- i. Students must maintain high ethical standards;
- ii. Students must not deviate from the standards/ code of conduct adopted by the legal profession;
- iii. use language and actions that are acceptable in presence of peers, subordinates and/or supervisors;
- iv. students must not deviate from the code of conduct as adopted by the college;
- v. students must behave in a manner which will cause any kind of detriment to the reputation of the college/ Placement cell/;
- vi. students must not negatively influence chances of selection of another student Any deviations from the above will be treated as a case fit to be considered as an incident of misbehavior and violation of the student code of conduct. Such instances shall be treated strictly and may invite serious disciplinary action against the student, in addition to debarring of the student from participation in the placement process.

7.0 GENERAL GUIDELINES

- ♣ All full time registered final year students of the college are eligible to participate in the placements process through the Placement cell.
- ♣ All students eligible for on-campus placements have to register themselves with the Placement cell.
- ♣ All applications to the companies are to be made through the Placement cell ONLY. If a student does not apply through the Placement cell for a particular lawfirm/company, he/she will not be allowed to participate in the selection process of that company.
- ♣ All students are advised to check the company profile and background thoroughly before applying. Placement cell will NOT and shall not be liable for any default at/on the law firm/ company's end at any stage later.
- ♣ Once registration for a law firm/ company is done all rules as per student policy will apply.
- ♣ Any student can withdraw his/her registration for a company ONLY up to 24 hours before the start of placement process by the law firm/company. There can be no withdrawal after this limit.
- ♣ Students are expected to behave with the law firm/companies in a courteous manner and should not argue with the recruiters and maintain decorum even under provocation/extreme situations.
- ♣ No discussion with the recruiters regarding selections/selection process should be done except by the authorized personnel for the purpose.
- ♣ If the students face any behavioral issues/problems from the recruiter's side, they should inform such issues/problems to the Placement cell immediately. Students shall NOT take action at their end.
- ♣ If there is a misconduct incident reported against any student, appropriate disciplinary action may be initiated, including debarring from further participation in the placement process.
- ♣ Absenteeism from the selection process after registering for the same may invite strict disciplinary action, in addition to debarring of the student from further participation in the selection process. Attendance is counted ONLY when the student is physically present.

♣ Students appearing for any tests/GD/presentation should report before the start of process. Any entry post the scheduled time may not be allowed and the students would be considered absent for that particular process. Any violation or forced entry after that time limit would be considered as a misconduct and will be dealt with as such.

♣ Impersonation in tests/selection process or any kind of malpractice is a serious offence. Any violation will be considered as misconduct and the student is liable to be deregistered immediately and referred to the concerned authorities for disciplinary action.

♣ Students are not allowed to share their personal contacts or approach law firms or companies coming on campus in personal capacity via any means. If asked to fill at any places, you should fill the contact details of Placement cell, refer to the Placement cell webpage on the college website for details or contact the Placement cell in case of discrepancy before proceeding.

♣ Students must carry their college ID-cards at all times during the placement process. No one would be allowed to enter the test/interview venue without the college ID-card.

♣ Students should strictly follow the prescribed dress code while participating in the placement process.

♣ The date/ time/ venue of the interviews may change which, at times, may be at a short notice. Students must keep themselves well informed in this regard.

♣ Placement cell shall not be liable for any issues.

Contact Details

Dr. Shabir Ali G. – Principal

Dr. Ranjana Ferrao Souza Cordeiro – Director Placement Cell

Mobile no – 9822955004

College Telephone No – 0832 -462225

Email Address of the placement cell – placements @vmslaw.edu.in