



An Institution of  
the Society for the Higher Education  
of Women in India

Sophia College for Women  
Empowered Autonomous

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## Placement Policy

1.	Administrative Policy Number(APN): SCWAPN/31	<b>Functional Area:</b> To Connect students with internships and job placements.
2.	Brief Description of the Policy:	Purpose: To collaborate with new companies to bring newer and more varied placement and internship opportunities Audience: Students
3.	Policy Applies to:	Students
4.	Effective from the Date:	26 <sup>th</sup> November, 2018
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority :	IQAC
7.	Superseding Authority:	Principal
8.	Last Reviewed. / Updated:	New Policy
9.	Reason for the policy:	Facilitating student internships and placements.
10.	References for the policy:	UGC/ University

## **Introduction**

The Placement Cell of Sophia college, **Career Connections** functions with the aim of bringing to our students various internship and placement opportunities. Handled by our dedicated team of student placement coordinators, we try to find opportunities for our students to obtain skills in various sectors, and collaborate with several companies to this end. In keeping with the upward trajectory that the placement cell has maintained since its very inception. Throughout the year, we help students secure internship opportunities for a range of roles, including content strategy, business marketing, research communications, PR, HR, content writing, video editing and more

The Sophia Business Consortium is a Placement Cell initiative composed of students interested in learning about finance, consulting, and business management.

The primary goal of the club is to provide students with a platform to enhance their skills and understanding of business management, finance and consulting- areas with an escalating and widespread importance, but fraught with inadequate exposure.

## **Vision**

To be the catalyst for transformative career journeys, empowering students with the skills, resources, and opportunities to excel in the dynamic professional landscape. We work to equip students with the tools necessary to tackle real-world challenges.

## **Mission**

Our Placement cell expands network, collaborating with new companies to bring newer and more varied placement and internship opportunities to Sophia students. it also tries to empower our students with the knowledge and skills required to take on the world. We hope to carry this out by conducting several workshops and seminars that we hope would add value to our students' academic and professional careers.

### **Policy and General Guideline for the students**

1. Only senior college students from Sophia College (Autonomous) are eligible to apply for internships and placements.
2. The Cell is responsible for the conduct of the applicants during the placements. In event of any misbehavior post selection, after the student has graduated, will be the onus of the applicant themselves.
3. Applicants are strictly forbidden from backing out from Placement and Internship drives after applying for the same.
4. While corrections to the resume, general advice on the interview are recommended from the Cell's end, they are not compulsory.

### **Roles and Responsibility of the Cell**

- Achieve maximum possible placements for students
- Survey on recruiters' expectations from students.
- Invite prospective companies/ organizations for recruitment.
- Survey on recruiters' expectations from students.
- Providing Guide-line to students to approach companies.
- Register students for the jobs with prescribed qualifications.
- Arrange for various facilities required on the date of interview.
- Provide the recruiter(s) with a group of candidates to choose from, based on the recruiter's requirements.
- Meet the demands and expectations the recruiter may have about the same, assuming they fall within the ambit of the Cell's abilities.
- Be a point of contact between the recruiter and the applicants for the positions.
- Be a point of contact between the recruiter and the college for special processing of permissions/requests etc.
- Provide the recruiter with a fresh pool of candidates for every recurring placement drive at any given time.
- Guide students on various interview techniques, group discussions, aptitude tests based on the company's/ organization's expectations.



## **Procedure**

For both, Internship as well as Placement drives:

- Organizations are invited to participate in the campus recruitment process. The organization is required to communicate the detailed process requirements (number of selection rounds, panels, and process specific requirements) prior to the Placement process.
- The organization may deliver a Pre-Placement talk (PPT) prior to the Final Placement/Internship Process, or may communicate directly to the cell coordinator in charge. In such a case, any queries/doubts posed by the applicants will be addressed to the Company/organization by the coordinator in charge.
- Post the fixing of basic details, a Letter Of Agreement (LOA) will be signed between the company and the Career Connections, which will detail the following:
  - a) Position offered
  - b) Remuneration
  - c) Date
- The Company/Organization will be then provided the relevant student data, The company will not directly interact with the student, but only the coordinator in charge. In case of filling up any personal data, the company will have to collect the same from the Cell.
- Once the interview rounds are cleared, the Company/Organization will share the list of selected candidates, along with their Offer Letters.
- The students will be notified about their results by the Cell, and the data archived.

## **Eligibility Criteria for Placement Assistance**

- **For Students:**

Students applying for opportunities from Career Connections have to sign the following Letter Of Undertaking.

## LETTER OF UNDERTAKING

To,  
Whomsoever it may concern,

I, ..... (**FULL NAME**) ....., from the **Batch of 202X**, of Sophia College (Autonomous), Mumbai, have been selected on .... (**DATE OF SELECTION**) .... for the full-term position of a **Name of Position** at **Company Name** starting on ..... (**DATE OF JOINING/ONBOARDING**) .....

On ... (**DATE OF SIGNING LOU**) ..... I hereby undertake and agree that :

1. I shall adhere to all protocols laid down by Career Connections, the Placement Cell of Sophia College.
2. I ensure that all information given by me, including my personal details and academic results are completely accurate.
3. I consent to let Career Connections use relevant information given by me on my application on their social media platforms, i.e., LinkedIn and Instagram as a part of their placement announcements in the future.
4. I understand that having been selected for the employment position at **Company Name**, I will not be eligible to sit for other campus placement opportunities.
5. I am aware that upon violation of my agreement to the previous clauses, I can be barred from applying for opportunities via Career Connections.
6. Unless, there is a medical emergency that can be corroborated by a medical report, any other reason will not be entertained pertaining to the non-acceptance of the offer of employment and the Placement Cell will neither be responsible nor will they engage in negotiations with the **Company Name** on my behalf.
7. I promise to follow a complete non-disclosure policy with respect to the entire recruitment process and/or any information divulged by the **Company Name**. I acknowledge that I am expected to read, understand, and adhere to Career Connections' Code of Conduct and will therefore familiarize myself with the material in this document before signing the letter of undertaking.

Thank You  
Yours Sincerely

Signature:

Name:  
Mobile Number:

(Signature and Name of the Placement Cell Head)  
Placement Cell  
Head Career  
Connections  
Sophia College for Women

### **ABOUT YOUR PRIVACY**

Information shall be handled based on the principle of confidentiality, so it is stored securely and accessed by authorized individuals only. For any rectification/completion of your personal data in case it is inaccurate/incomplete, you can contact us at [placementcell@sophiacollege.edu.in](mailto:placementcell@sophiacollege.edu.in).

### **For Companies/Organizations:**

Companies/Organizations having driven with Career Connections have to acknowledge the following Letter Of Agreement:

### **LETTER OF AGREEMENT**

To,

Whomsoever it may concern,

This letter is to confirm the collaboration between **COMPANY NAME** and **Career Connections** from **DATE** to carry out recruitments for placements for the positions of **JOB ROLE**

The CTC offered for the position is — --.



The aforementioned offer is not subject to change during and after the recruitment process.

The cell will:

1. Provide the recruiter(s) with a group of candidates to choose from, based on the recruiter's requirements.
2. Meet the demands and expectations the recruiter may have about the same, assuming they fall within the ambit of the Cell's abilities.
3. Be a point of contact between the recruiter and the applicants for the positions.
4. Be a point of contact between the recruiter and the college for special processing of permissions/requests etc.
5. Provide the recruiter with a fresh pool of candidates for every recurring placement drive at any given time.

We request you:

1. To keep us informed with regards to the screening process.
2. To inform us of any additional/special requirements regarding the eligibility of the candidates, pre-placement talks, etc. in advance to ensure a smooth recruitment process.
3. To inform us of developments related to shortlisting/interview processes/pre-placement talks.
4. Relay grievances, if any, on the recruiter's side about the candidates or the coordinator they are in contact with.

Any account of misconduct on behalf of **COMPANY NAME** can render the agreement null and void. This misconduct can lead to **COMPANY NAME** being black-listed and bar the provision of candidates from our side in the future.

This letter will serve as the base for the Cell's intention for this collaboration to progress into a long-term one, and the Cell will make sure we uphold the same. This is a recurring agreement and can be mutually changed before or after the recruitment process. We look forward to a mutually collaborative and fulfilling relationship with you.

Thank You

Regards,

The Placement Cell

Sophia College for Women, Mumbai

### **ABOUT YOUR PRIVACY**

Information throughout the recruitment process shall be handled based on the principle of confidentiality, it is stored securely and accessed by authorized individuals only. For any rectification of the terms of this letter, you can contact us at [placementcell@sophiacollege.edu.in](mailto:placementcell@sophiacollege.edu.in) Any unauthorized copying, disclosure or distribution of this letter is strictly prohibited.

### **Composition of the Cell**

The Cell comprises of about 25 members divided into two teams:

Team Operations and Team Public Relations and Marketing.

Team Operations has around 15 coordinators, and Team PR has around 8 members headed by the Team Public Relations and Marketing Head.

Sophia Business Consortium has around 5 coordinators headed by SBC head/co-heads.

All the teams are headed by the Head of Career Connections.

#### ***Positions in Team Operations:***

Assistant Internship Coordinators, Junior Placement Coordinators, Senior Placement Coordinators



**Positions in Team Public Relations and Marketing:**

Junior Public Relations Coordinators, Senior Public Relations Coordinators

There shall be a staff in-charge and support staff for the committee aided by student representatives.

From time to time the committee will undertake collaborations with entrepreneurs ,institutions and companies with due diligence and adherence to the general administrative policies of the college.

*A.P. Pahl*

**IQAC Coordinator**

Coordinator  
IQAC  
Sophia College



*Sharda Phule*

**Principal**

PRINCIPAL, SOPHIA COLLEGE,  
BHULABHAI DEASI ROAD,  
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