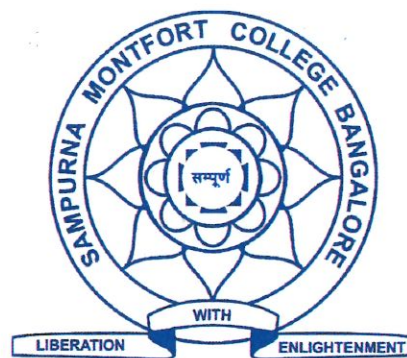


MONTFORT COLLEGE

AFFILIATED TO BENGALURU NORTH UNIVERSITY



PLACEMENT CELL POLICY

Placement Cell:

Montfort College Placement Cell plays a vital role in identifying job opportunities for postgraduate students passing out from both Psychology and Counselling Psychology courses under Bengaluru North University. Placement is done based on enquiries from various for-profit and non-profit organizations and by liaising with them. The collaboration is an on-going process between the college and companies. Significant activities happen at the end of the even semesters when the second-year masters' students are launching into the working world.

In a country like India where counselling is still at a nascent stage, and the role of psychologists in corporations is not widespread, the placement cell deliberates over current trends, new avenues, and making students employable by exposing students to industrial needs which may be beyond the curriculum.

Objectives:

- Create awareness among students about possible job opportunities and help them in identifying their specific areas of interest.
- Guide the students in developing job skills and resume writing skills required to achieve their career objectives.
- Liaise with companies and provide an opportunity for students to meet with employers, either on-campus or off-campus.
- Partner with employers and provide a pre-placement presentation/talk by employers for the students that would help both stakeholders with their respective goals.
- Organize on-campus placement interviews whenever possible

Skill development and Training:

Since both psychology and counselling psychology programs offered by Sampurna Montfort College are masters level programs that are skill-intensive, the curriculum takes care of people skills that are essential for all jobs.

Placement Process:

STEP 1 – HR or an employer of a company contacts college or placement officer or any staff of the college

STEP 2- The placement officer contacts the company, and decides on a mutually convenient date for a pre-placement presentation

STEP 3 - Announcement is made on the college notice board and college website about the pre-placement presentation

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STEP 4 - Students are required to sign-up for the pre-placement presentation offered by the employer

STEP 5- The employer coordinates with the placement officer about infrastructural details

STEP 6 - Students participate in the pre-placement presentation during which details about the job description and CTC – Cost to Company is provided to the students

STEP 7 – Students attend a preliminary interview on campus or at the site of employment

STEP 8 - Short-listed or selected candidates are announced

STEP 9- Recruited list of candidates are handed to the placement cell by the company

STEP 10- Placement cell documents the list of students hired com

Responsibilities of students:

- It is the responsibility of the student to check announcements/notices/updated information displayed on the notice boards regarding placements.
- The onus of failure to note the announcements lies on the students.
- Students are advised to be dressed formally for all placement related activities.
- Students should carry their official college ID Card for all placement related activities
- The following documents must be with the candidate during Interview: multiple copies of resume, passport size photographs, copies of degree marks cards and other relevant certificates, Government issued ID cards.
- Students must clarify queries/doubts, if any, related to the package, job profile, and place of work, bond details with the placement officer. They may also be clarified from HR officials of the company during pre-placement talk.
- The student is entitled to attend any number of interviews he or she chooses.
- The student has to accept the final decision made by the company regarding recruitment, and the placement cell will have no say whatsoever

