



KESHAV MAHAVIDYALAYA



NAAC Accredited Institution- 'A' Grade Cycle 2
(University of Delhi)

START@KMV THE PLACEMENT CELL



PLACEMENT POLICY 2025-26



FUNCTIONS OF THE PLACEMENT CELL

- 1.The Placement Cell aims to foster connections between firms, industrial establishments, and graduates, while actively promoting the growth and advancement of students at Keshav Mahavidyalaya.
- 2.The cell actively shares relevant job opportunities with eligible alumni batches, ensuring continued support beyond graduation.
- 3.It works in close coordination with the Central Placement Cell (CPC) of the University of Delhi, regularly informing students about placement drives and initiatives organized by CPC.
- 4.The cell is committed to executing all placement activities in a systematic and efficient manner throughout the academic year.
- 5.All job opportunities routed through the Placement Cell are exclusively intended for students of Keshav Mahavidyalaya.

- 1.While the cell strives to offer the best possible support, it does not guarantee employment.
- 2.The decision of the Placement Cell shall be final and binding for all placement related matters (including grievances).

STAGES OF RECRUITMENT

1. **Registration of Students with Placement Cell:**

- a.To avail placement opportunities, interested students must register themselves with the Placement Cell through the google form link notified during the cell's formal orientation program.
- b.All the third year and fourth year students registered with the Placement Cell are eligible for the placement process. The cell also supports the placement of registered alumni, particularly for job opportunities requiring immediate recruitment.

2. **Company Details:** Upon accepting the placement invitation, the recruiting organization is required to share details regarding the job profile. This includes:

- Company overview
- Roles and responsibilities
- Job description
- Job location
- Compensation details (CTC)
- Eligibility criteria
- Application deadline

These details enable the Placement Cell to assess the opportunity and initiate the recruitment process effectively.

3. **Opportunity Circulation:**

- a. Once the information is received, the Placement Cell circulates the opportunity among eligible students along with a standardized registration form. The circulated notice includes:
 - Company name and profile
 - Job description
 - Roles offered
 - Location
 - CTC
 - Eligibility criteria
 - Deadline for application
- b. Students interested in applying are required to complete the registration form within the specified timeframe.

4. **Pre-Placement Talk:**

- a. If requested by the recruiter, a date is scheduled for a **Pre-Placement Talk (PPT)**. This session allows company representatives to interact with prospective candidates, offering insights into:
 - Company background
 - Key achievements
 - Work culture
 - Career growth opportunities
 - Selection procedure and expectations

5. **Selection Procedure:**

- a. The Placement Cell forwards the list of registered and eligible candidates to the company. The recruitment process may include, but is not limited to:
 - Aptitude test
 - Group discussion
 - Technical interview
 - Personal/HR interview
- b. Shortlisted candidates are informed about the subsequent rounds in advance.

6. **Job Offer:**

- a. Upon completion of the recruitment process, the company communicates the list of selected candidates to the Placement Cell. The job offers may either be:
 - Conveyed to students through the Placement Cell, or
 - Communicated directly to students by the company, in which case the selected candidates are required to submit a copy of their offer letter to the Placement Cell for official documentation.

MANDATORY RULES TO BE ADHERED TO

1. **Registration:** Students must register with the Placement Cell to be eligible for any placement opportunities.
2. **Resume Verification:** Students are advised to ensure that all information provided in their resumes is accurate and authentic. Resumes must be prepared in the format provided by the cell to ensure uniformity.
3. **Application Intent:** Students should apply only to those job opportunities that they genuinely intend to pursue.
4. **Pre-Placement Talk:** Attendance at the Pre-Placement Talk conducted by the company is mandatory to participate in that specific placement drive.
5. **Eligibility:** It is the responsibility of each student to ensure they meet the eligibility criteria specified by the recruiting company.
6. **Communication:** Students are expected to regularly check their institutional email IDs for updates and notifications related to placement activities.
7. **Official Contact:** **Students must not contact company representatives directly** unless explicitly authorized by the Placement Cell.
8. **Offer Letter Submission:** Students who receive a job offer must email a copy of the offer letter to the Placement Cell for official documentation.

OFFER LETTER POLICY

1. **A candidate may participate in placement drives facilitated by the Placement Cell until they secure TWO offer letters from different companies of their choice during the placement session 2025–2026. This may be subject to modification in cases where a specific company imposes its own policies or reservations. (Under exceptional circumstances, this policy may be relaxed. Students seeking exemption must contact the Placement Cell for the same.)**
2. **This above restriction applies only to opportunities routed through the College Placement Cell.**

CODE OF CONDUCT

1. Students are expected to maintain **professionalism, discipline, and decorum** throughout the placement process.
2. Once a student applies for a placement opportunity, **participation in the entire selection process is mandatory.**
3. In case of an emergency, a student may withdraw their application by providing a **legitimate reason** to the Placement Cell **no later than 5:00 PM on the day prior** to the scheduled placement drive.
4. **Late-comers** may be disqualified from participating in any remaining rounds of the company's selection process.
5. The Placement Cell, in consultation with faculty coordinators, reserves the right to take appropriate action against **candidates** who:
 - a. Fail to appear for scheduled placement drives without prior notice
 - b. Decline offer letters without providing valid justification

DRESS CODE FOR PLACEMENT PROCESS

1. Students participating in the placement process, whether **online or offline**, are required to dress in **formal attire**.
 - T-shirts, denim jeans, and casual wear are strictly prohibited.
 - Students must wear plain, well-ironed shirts and trousers, accompanied by a simple belt.
 - Flashy, loud, or informal clothing should be avoided to maintain a professional appearance.
2. Adherence to the dress code reflects a candidate's seriousness and professionalism, which is crucial during placement interactions.

KESHAV MAHAVIDYALAYA



College Website:

<https://keshav.du.ac.in>
[Placement Cell](#)



Email Address:

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Placement Coordinators

2025-26:

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Connect with us:

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