



Student's Guide 2023-24

By

The Placement Cell

Jesus and Mary College, University of Delhi

San Martin Marg, Bapu Dham, Chanakyapuri, New Delhi, Delhi - 110021

I. Foreword

The Placement Cell of Jesus and Mary College is a professional body incorporated for facilitating recruitment of the country's best minds by global corporations. The Placement Cell serves as the **liaison between the companies and the students** and works tirelessly to match the repute and eminence that the college is renowned for.

The Cell facilitated **In-Person and Virtual Placement Drives** from July, 2022 to April, 2023 and companies of the likes of, *Accenture, Bain and Company (BCN), Boston Consulting Group (BCG), Deloitte, EgioPaathshala, Genpact, Godrej Properties, ICICI Bank, KPMG, MakeMyTrip, Nation with NaMo, PwC, PwC UK, The Oberoi Group, TopHire, TresVista, ZI Media* etc. The Phase 1 of our Campus Recruitment Drive commenced from July 2022 to November 2022. Out of 250+ serious candidates, A substantial number of 190 candidates were placed for all the opportunities provided in the Phase 1. The Phase 2 commenced from February 2023, and is currently ongoing. The Placement Cell facilitated the recruitment drives of premier recruiters across the domains like Finance, Consulting, Marketing, Product Management, Data Analytics, Operations, Human Resources (HR) and many more over the course of its functioning, providing various opportunities like placements, internships, articleships, etc.

In the Academic year 2022-23, **176+** companies of the likes of *Aam Aadmi Party, Apollo 24*7, Bain and Company, Bajaj Capital, Bank of India Services (BOI), BFSI Skill Sector of India, Big Boy Toys, Deloitte, Ernst & Young, JoshTalks, Nikore Associates, Seekho, Unacademy, United Nations Development Programme (UNDP), United Nations International Child Emergency Fund (UNICEF), Ziwame, Zomato* etc. came to provide internships to the Pre-Final, Final Year and Alumni batches, all year round. The Cell truly believes that the internships provide exposure to the real world and give students a platform to establish critical networking connections.

Driven by an indefatigable spirit to ensure the overall welfare of the batch, *The Training and Development Division of The Placement Cell* organized 18+ events, seminars, webinars, and workshops to encourage passionate dialogue, and active engagement thereby enhancing students' skills and knowledge. The Cell has taken up initiatives in association with Indian School of Business (ISB), Teach for India, Reserve Bank of India (RBI), King's College London, Seekho *and many more*. The Cell takes pride in orchestrating numerous training sessions on a wide range of topics to develop and nurture mutually beneficial relationships with various stakeholders of the Cell.

II. Vision and Mission Statement

Our Vision:

The Placement Cell of Jesus and Mary College wishes **to equip the students with relevant professional skills and provide them a plethora of opportunities from organizations** throughout the country enabling them to have a bright start to their professional lives. The Placement Cell of the college endeavors to ensure the availability of opportunities for Placements and Internships to all sections of students in a fair and equitable manner.

Our Mission:

The Placement Cell of Jesus and Mary College aims to **meaningfully connect with renowned organizations and organize Internship and Placement Drives** to facilitate the recruitment of maximum number of students.

Official Website: <https://www.jmc.ac.in/placementcell>

LinkedIn: <https://www.linkedin.com/company/thecentralplacementcelljmc/mycompany/>

E-mail Address: placementcell.jmc1968@gmail.com

III. Policies and Guidelines

1. It is **mandatory** for the students to **register** with The Placement Cell to participate in the Events (Seminars/ Webinars/ Workshops, etc.), Internships, and Placement Drives being conducted by the Cell for the *Academic Session 2023-2024*.
2. All **communication** between candidates and organization must be channeled via The Placement Cell. Direct communication with the recruiting parties' is **NOT** permitted and is strictly prohibited. This is to maintain verifiable records of Internship and Placement-related processes like forwarding of applications to the organization, intimation of job offers to applicants by the organization, up to the forwarding of acceptance letters by the candidates to the organization. Therefore, **all communication must be routed through The Placement Cell**.
3. It is the **prime responsibility** of every candidate to check the academic eligibility criteria, profile, roles and responsibilities, pay structure, job location, and the organization's background, among other things, before applying for any given Internship or Placement opportunity.

In case a candidate provides the Placement Cell with any **misleading or inaccurate personal information** with respect to their **Course of Study, Batch of Study and CGPA** among all other information, during any **Internship/ Placement Drive**, the Placement Cell shall reserve the right to **debar/ blacklist** the candidate from **some/ all** future **Internship/ Placement Opportunities** facilitated by **The Placement Cell**, as **per the discretion of the Core-Committee**.

4. A candidate wishing to participate in a Placement Opportunity is mandatorily required to register for the same by successfully registering their candidature **before** the stipulated deadline, as communicated by The Cell, elapses. It becomes the sole responsibility of the candidate to remain **available** and **vigilant** post registration. **The Placement Cell shall not be held responsible for any unforeseen immediate deadline**, being communicated by the organization. In case of an immediate deadline, The Placement Cell expects complete obedience by the candidates.
5. After a candidate successfully registers themselves for a **Placement or an Internship Drive**, it becomes the **sole responsibility** of the candidate to **remain vigilant and**

proactive throughout the recruitment process. The Placement Cell reserves the right to **debar/ blacklist** a candidate in case of non-adherence and shall not entertain any procrastination from the candidate's end.

6. If a candidate registers for a Placement opportunity, the candidate is **mandatorily required** to attend the **Pre-Placement Presentation/ Talk (PPT)** being organized by the organization. Only those students attending the PPT shall be eligible to appear in the subsequent recruitment process of that organization. Then the candidate will have **a choice to either continue or to opt out** of the recruitment process. In case the choice is to continue, the candidate **must** complete the entire recruitment process. Failure to do so even once shall lead to **debarment** of the candidate from **some** future placement opportunities being facilitated by The Placement Cell, as per the discretion of the Core-Committee.
7. Post the successful execution of the PPT, The Placement Cell shall open the window for the candidates to make an informed decision if they wish to **continue** or **opt-out** of the recruitment process. The candidates are mandatorily required to **"reply all"** to the sent email **only** if they wish to opt-out, unless otherwise stated. The candidates must mention their Full Name, Phone Number, Registered E-Mail Address, and Course of Study while opting-out. **Failure to adhere to the deadline communicated by the Cell will lead to debarment/ blacklisting of the candidate from some/ all Placement Opportunities being facilitated by The Placement Cell, as per the discretion of the Core-Committee.**
8. Failure on the account of the candidate to turn up for **more than one company's** PPT post successful registration shall lead to the **blacklisting** of that candidate. The candidate's name shall be signed out from The Placement Cell's list and shall not be offered **any** future Placement opportunities.
9. In the case of **simultaneous Campus Recruitment Drives**, a candidate is eligible to participate in only **one** opportunity, for which the candidate has **registered first and is meeting the eligibility criteria**, unless otherwise stated.
10. A candidate must provide **adequate evidence in the form of snapshots with a visible time stamp in case of any technical glitches/ unforeseen circumstances**, which will be subject to review by the Core-Committee. In case a candidate fails to provide the aforementioned evidence to substantiate their claim, their candidature shall lead to

debarment/ blacklisting from some/ all Internship/ Placement opportunities, being facilitated by The Placement Cell. No excuses shall be entertained by The Placement Cell based on verbal claim.

11. The candidates appearing for the recruitment process (In-Person/ Virtual) are mandatorily required to be dressed in **professional formal attire**. Failure to do so shall lead to disqualification of their candidature from the same recruitment process. The Placement Cell strongly advises the candidates to **carry extra copies of their Resume/ Curriculum Vitae (CV), and a valid Identity Card (for example; Aadhar Card, Passport, Pan Card, etc.) along with two recent passport sized photographs** during every recruitment process.
12. The Placement Cell shall **not** consider candidates who have already been placed for its upcoming Placement Drives. The candidates with an offer shall be signed-out from The Placement Cell's list and will not be allowed to sit for other companies. The Cell mandates the ideology of **"One Student, One Offer"** to ensure equity in the opportunities being facilitated.
13. In case a candidate, who is placed through the Campus Recruitment Drive, accepts **Private Placement/ Off-Campus Hiring** as well in another organization, the candidate **must inform** The Placement Cell about their stance on this immediately.
14. **All the selected candidates are mandated to e-mail their offer letters to placementcell.jmc1968@gmail.com and CC placements.jmc@gmail.com on the receipt of the same from the organization, immediately.**
15. All candidates registered with The Placement Cell are **mandatorily required** to maintain **attendance in 2/3rd** of the events (Session/ Seminar/ Webinar/ Workshop, etc.) being conducted by The Cell. Failure to adhere to the aforementioned guideline shall lead to **debarment/ blacklisting** of the candidate from **some/ all** Internship and Placement Opportunities being facilitated by The Placement Cell, as per the discretion of the Core-Committee.
16. In case a candidate is unable to attend any Event (Session/ Seminar/ Webinar/ Workshop, etc.) being conducted by The Placement Cell, **a candidate is mandated to inform The Cell via an E-mail with a legitimate reason and valid evidence** (refer to point 10 to understand what encapsulates a valid evidence), **at least 24 hours prior**

to the scheduled event. Failure to adhere to the aforementioned guideline shall lead to **debarment/ blacklisting** of the candidate from **some/ all** Internship and Placement Opportunities being facilitated by The Placement Cell, as per the discretion of the Core-Committee.

17. The Guidelines mentioned in the Student's Guide of The Placement Cell are not exhaustive. **Changes may be incorporated without prior notice, as per the discretion of the Core-Committee.** The Placement Cell reserves the right to modify the guidelines being issued for a specific Campus Recruitment Drive.

In order to **officially register** with The Placement Cell, Jesus and Mary College for the Academic Session 2023-24, **a student is compulsorily required to pay a non-refundable registration fee of ₹ 100/- INR within the stipulated time,** as communicated by The Cell. This registration fee shall entail a smooth and hassle-free recruitment for the Batch of 2024 in the upcoming year.

In case, a student fails to register themselves within the stipulated time, as communicated by the Cell, they shall **not** be eligible to participate in the Placement Season 2023-24.

The Placement Cell, Jesus and Mary College, shall strive to ensure that each student gets the best of opportunities to set their career trajectory at a whole new level.

The Cell shall leave no stone unturned to assist students in this journey!
