



PUNE **SLS**
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SYMBIOSIS LAW SCHOOL, PUNE

CAREER & PROFESSIONAL DEVELOPMENT CELL

POLICY 2018-19

This policy is issued with reference to Career and Professional Development Cell (erstwhile Placement Cell) activities, a beneficial service driven by students, guided by faculty under the guidance of the Director, Symbiosis Law School, Pune. This Policy will replace all the policies issued previously and shall prevail until further notice.

1. Definitions:

- a) "**Banning**" means the process of disqualification of the student from the Internship process/ Campus Recruitment Process. It may be for a selected process or for the whole process.
- b) "**Career & Professional Development Cell**" a.k.a "Placement Cell" means a student cum faculty body formed by Symbiosis Law School, Pune to facilitate the process of Campus Recruitment, Internship and Training & Development.
- c) "**Campus Recruitment Process**" means the process of facilitating recruitment of students of 4th and 5th year students of B.A./ B.B.A. LL.B, 2nd and 3rd year students of LL.B, and LL.M.
- d) "**Disciplinary Action**" shall include an internal disciplinary process headed by the Director, Symbiosis Law School, Pune and shall include as and when required, action under the Code of Conduct, SIU.
- e) "**Internship Offer**" means any offer for internship received by the students in relation to interning at any company/firm/organization/court or in the office of an advocate or solicitor.
- f) "**Internship Process**" means the process of facilitating internships primarily for students of 3rd, 4th and 5th year students of B.A./B.B.A. LL.B, 2nd and 3rd year students of LL.B and LL.M.

- g) “**Career and Professional Development Process**” means the process of facilitating recruitment of students of 4th and 5th year students of B.A./B.B.A LL.B, 2nd and 3rd year students of LL.B and LL.M.
- h) “**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 appointment;
- i) “**Career and Professional Development Policy**” means this document and any other addendum/amendment issued by Career & Professional Development Cell going forward.
- j) “**Scouting**” means students will not be permitted to carry their cellphones or any other electronic gadget with them during the entire duration of the on campus recruitment process. Furthermore, applicants are not allowed to interact with any other applicant who has applied for the placement procedure any time after their interview and should leave the Venue after completion of the interview round.
- k) “**Training & Development**” means any initiative not limited to seminar/ workshop/ guest lecture/ Mock Group Discussion & Personal Interview taken by the Career & Professional Development Cell to hone the skills of the students sitting for Internship process/ Campus Recruitment Process.
2. The Career & Professional Development Cell shall only be facilitating recruitment and internships for the students who have completed their 5th semester of B.A./ B.B.A. LL.B, and 3rd semester of LL.B and students of LL.M. It will however provide guidance and advice to students of all batches.
3. The Career & Professional Development Cell acts as a facilitator and not as a guarantor of jobs/internships.
4. Any student who is desirous of partaking in the Internship Process and or Campus Recruitment Process will need to sign an undertaking stating that he/she agrees to be part of

Internship Process and/or Campus Recruitment Process as per the terms and conditions stipulated in the Placement Policy. (*Annexure 1*)

5. Any misrepresentation/ fraudulent information provided in the Curriculum Vitae (CV) would result in immediate removal of the concerned student from the Internship Process and/or the Campus Recruitment Process with immediate suspension from any other future assistance with respect to internship/recruitment.
6. Where a student has communicated about his/ her participation for the selection process for a particular organization/firm/corporation etc and he/she withdraws within 24 hours before the selection process starts/or fails to appear for the same on the designated day without any prior intimation shall be suspended after due enquiry from partaking in further Internship Process and/or the Campus Recruitment Process. Additional penalties may be levied after conducting further inquiry.
7. When a student is participating in the Campus Recruitment Process, he/she needs to be present for the entire duration of the process. If he/she does not remain present for the entire duration, strict action will be taken against he/she which may also result into he/she being barred from the Campus Recruitment Process.
8. Once a Placement Offer has been made to a candidate he/she will be deemed to be placed and so it will amount to an automatic withdrawal from the Campus Recruitment Process and he/she shall not be eligible to partake in any further Campus Recruitment Process.
9. If a student receives a Placement Offer which has not been facilitated by the Career & Professional Development Cell, then the student will have an obligation to inform the Career & Professional Development Cell and it will be deemed that he has withdrawn from the Campus Recruitment Process. If the students fail to do the same, and that adversely affects the chances of other students to secure a job, then adequate penalty (monetary or otherwise) will be levied by the Symbiosis Law School, Pune upon conducting an inquiry. It may also lead to other disciplinary action under Code of Conduct, SIU. Further the student is urged to

request the employing organization/firm to send an email to the Career & Professional Development Cell regarding the offer.

- 10.** Students who have accepted the Placement Offer or Internship Offer cannot renege/withdraw/abscond from joining the organization. Such an act previously has adversely affected the relationship of Symbiosis Law School, Pune with that organization jeopardizing the prospects of future batches. Such an act will definitely amount to removal from any further Internship Process and/or the Campus Recruitment Process and can even lead to disciplinary action resulting in suspension/expulsion or withholding of degree in accordance with the SIU Code of Conduct.
- 11.** If during an internship, any student faces any unwanted incident (including harassment of sexual or other kind) or any other unethical experience, then the student must report the same immediately to the Career & Professional Development Cell with whatever proof he/she has. The student can also terminate such internship immediately. The Career & Professional Development Cell will make all efforts to provide an appropriate alternative.
- 12.** Any disciplinary actions/ behavioral complaint received against the student from company/firm/organization/court during their internship there will be taken very seriously and may lead to removal from the Internship Process and/or the Campus Recruitment Process. Further any action by the student on any social media platform that may malign the reputation of SLS, Pune will also lead to disciplinary action.
- 13.** Students are strongly discouraged from personally (including through parents or other relatives) contacting the companies/ firms/ organizations with whom Career & Professional Development Cell is arranging recruitment/ internships. If any candidate who is shortlisted for recruitment or internship in company/ firm/ organization and is found to have contacted them personally, bypassing the Career & Professional Development Cell, it will empower the Career & Professional Development Cell to send an immediate withdrawal of that candidate from the Internship Process or the Campus Recruitment Process. Career & Professional Development Cell will issue a clear statement that Career & Professional Development Cell has banned the candidate from appearing in any Internship Process and/or Campus

Recruitment Process as he/she has violated rules issued by the Symbiosis Law School, Pune/ Symbiosis International University, Pune. Pursuant to this there will be an inquiry which will be followed with severe penalty (monetary or otherwise).

- 14.** The Career & Professional Development Cell will not be responsible for any mistake/misrepresentation committed by the student in sending their CVs, providing information in the format required by the recruiter or following the instructions provided by the Placement Cell including but not limiting to the following:
- a)** CVs sent after the appointed deadline.
 - b)** CVs sent to any email id other than the one specifically mentioned in the email.
 - c)** Incomplete/incorrect information provided by the candidate in excel sheets they are asked to fill up.
 - d)** Wrong contact details provided by the students.
 - e)** Non-availability at the contact details provided in their CV.
 - f)** Any communication made in any way other than a email sent to the Career & Professional Development Cell id.
- 15.** Training & Development programmes organised by the Career & Professional Development Cell are directed towards honing the skills of the students to make them practice ready by the end of their law school tenure. Absence from these programmes will lead to 2 warnings from the Cell. If the student remains absent for the third time, it will lead to an enquiry and the student will be Banned from the Internship/ Campus Recruitment Process. No exception shall be granted to any student on any activity. Exception will only be granted, subject to approval of the Director, Symbiosis Law School, Pune.
- 16.** Further clarification required regarding the Internship Process and/or Campus Recruitment Process or the Placement Policy can be sent as an email to placement@symlaw.ac.in, call to 02066861139 or can be addressed in person by any faculty associated with the Career & Professional Development Cell between 3.30-5.00pm at the Career & Professional Development Cell office.

17. No faculty will entertain any calls on their personal numbers after 5.30pm. Neither will they reply to any email sent to their personal email ids.
18. If a student is found violating any of the above mentioned clauses of the Placement Policy, he/she shall be immediately suspended from the Internship/ Recruitment Process pending inquiry. He/she can only be reinstated in the Internship/ Campus Recruitment Process subject to approval of the Director, Symbiosis Law School, Pune.

Approved by,

Dr. Shashikala Gurpur, *Fulbright Scholar*

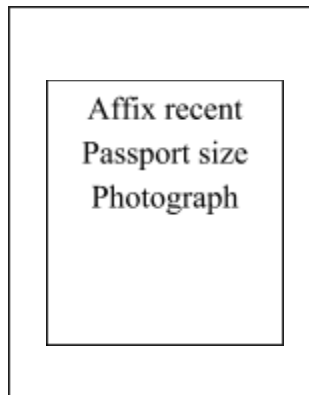
Director, Symbiosis Law School, Pune

Ex-Officio Chairperson, C&PD Cell

Dean, Faculty of Law, SIU

ANNEXURE 1

UNDERTAKING



I, _____ PRN _____ studying in _____ Year pursuing BA, LL.B; BBA, LL.B; LL.B; LL.M wish to be a part of the Internship/ Campus Recruitment Process. I hereby affirm that I would not resort to

any conduct that could erode the reputation and goodwill of the Institute, in any manner whatsoever. I have gone through the Placement Policy 2018-19 and have been made aware of all the rules and regulations as well as the penalty. I hereby undertake to adhere to all the rules and regulations of the Placement Policy 2018-19.

Place:

Signature:

Date & Time:

Name:

Phone No:

Email: