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PUNE **SLS**

Care • Courage • Competence

Since 1977

SYMBIOSIS LAW SCHOOL, PUNE

CAREER & PROFESSIONAL DEVELOPMENT CELL

PLACEMENT POLICY 2019-20

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This policy is issued with reference to Career and Professional Development (CPD) Cell, 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 Campus Recruitment Process. It may be for a selected process or for the whole process.
- b) "**Career & Professional Development Cell**" means a student cum faculty body formed by Symbiosis Law School, Pune to facilitate the process of Campus Recruitment, Internship, Training & Development and Industry Relations, Alumni & Entrepreneurship 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. LLB, 2nd and 3rd year students of LLB, 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, Symbiosis International University (SIU).
- e) "**Pre Placement Offer**" means any offer for placement received by the student 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 5 years B.A./B.B.A. LLB Program, 2nd and 3rd year students of 3 years LLB Program 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 LLB, 2nd and 3rd year students of LLB 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 usual appointment offer.
- 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 to the students of B.A./ B.B.A. LLB, LLB and 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 Campus Recruitment Process will need to register themselves with the Cell via the CV Verification Process to be part of Campus Recruitment Process as per the terms and conditions stipulated in the Placement Policy. The deadlines for processes will be communicated by the CPD Cell from time to time.
 5. Any misrepresentation/ fraudulent information provided in the Curriculum Vitae (CV) would result in immediate removal of the concerned student from the Campus Recruitment Process with immediate suspension from any other future assistance with respect to 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 or withdraws after declaration of shortlist shall be suspended after due enquiry from partaking in further Campus Recruitment Process. Please note that the choice of registration, appearing for the interview and performing in the interview rests with you. Students are advised to take the call carefully in order to avoid any disciplinary action.

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 him/her which may also result into him/her being barred from further 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/she has withdrawn from the Campus Recruitment Process. If the student fails 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. Please ensure transparent and clear communication in this regard within the CPD Cell and yourself.
10. Students who have accepted a Placement Offer cannot renege/withdraw/abscond from joining the organization. Such an act can 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. However, prompt and complete information to CPD Cell is required from student.

12. Any disciplinary actions/ behavioral complaint received against the student from company/firm/organization/court during their internship, that 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 or on their own) contacting the companies/ firms/ organizations with whom Career & Professional Development Cell is arranging recruitment.** If any candidate who is shortlisted for recruitment 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 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 further 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 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 while 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 an email sent to the Career & Professional Development Cell id.

15. Training & Development programs organized 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 a disciplinary action and the student will be banned from the 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. For any further clarification required regarding the Campus Recruitment Process or the Placement Policy, email can be sent to placement@symlaw.ac.in or a call can be made to 020-26551139/40. Alternatively, the student can also meet in person and address his/her issue with the concerned faculty member in CPD Cell from 03.00 P.M. to 05.00 P.M. from Monday to Friday (Excluding Symbiosis International University declared holidays).
17. No faculty will entertain any calls on their personal numbers after 5.30 P.M. 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 Recruitment Process pending inquiry. He/she can only be reinstated in the Campus Recruitment Process subject to approval of the Director, Symbiosis Law School, Pune.
19. Any communication with regard to any problem faced can be registered initially with the CPD Cell. In spite of that, if the issue persists, student can meet the Director subject to the communication of the same to the CPD Cell and with prior appointment from her secretary.

Students to make a note of the structure of the CPD Cell for their information:

Sr. No.	Functionality	Faculty In-Charge of Functionality
1	Training & Career Counselling	Dr. Abhijit Kelkar & Prof. Ashutosh Panchbhai & Identified students of CPD Cell
2	Internship	Prof. Semanti Chowdhury and Prof. Ashutosh Panchbhai & Identified students of CPD Cell
3	Recruitment	Prof. Semanti Chowdhury, Prof. Ashutosh Panchbhai & Dr. Abhijit Kelkar & Identified students of CPD Cell
4	Alumni, Entrepreneurship & Corporate Relations	Prof. Garima Panwar & Prof. Amol Sapatnekar & Identified students of CPD Cell
5	Communication, Coordination & Focal point of contact	Mr. Vishal Asware
Reporting and Overall Coordination with Dr. Abhijit Kelkar		

Dr. Shashikala Gurpur, *Fulbright Scholar*

Director, Symbiosis Law School- Pune

Ex-Officio Chairperson, CPD Cell, Symbiosis Law School- Pune

Dean, Faculty of Law, Symbiosis International University

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ANNEXURE 1**UNDERTAKING**

Affix recent
Passport size
Photograph



I, _____ PRN _____ studying in _____ Year pursuing 5 years BA-LLB / BBA-LLB Program OR 3 years LLB Program OR 1 year LLM Program 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 2019-20 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 2019-20.

Place:

Signature:

Date & Time:

Name:

Phone No:

Email: