SYMBIOSIS LAW SCHOOL, PUNE
CARE | COURAGE | COMPETENCE | COLLABORATION

SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

SYMBIOSIS LAW SCHOOL, PUNE

PLACEMENT POLICY

2026-27

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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.

CLAUSE 1:DEFINITIONS

1. **"*Banning*"** means the process of disqualification of the student from the Campus Recruitment Process. It may be for a selected process or for the entire process.
2. **"*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.
3. **"*Campus Recruitment Process*"** means the process of facilitating recruitment for students of 4th and 5th year students of B.A./ B.B.A. LLB, 2nd and 3rd year students of LLB, and LL.M.
4. ***"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).
5. **"*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.
6. **"*Internship Process*"** means the process of facilitating internships primarily for 3rd, 4th and 5th year students of 5-year B.A./B.B.A. LLB Program, 2nd and 3rd year students of 3-year LLB Program and LLM, through the CPD Cell.
7. **"*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. It includes both Pre-Placement Offer (PPO) as well as appointment offer.
8. **"*Career and Professional Development Policy*"** means this document and any other addendum/ amendment issued by Career & Professional Development Cell.
9. ***"Scouting"*** means that 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.
10. **"*Training & Development*"** means any initiative not limited to Seminar/ Workshop/ Guest Lecture/ Mock Group Discussion & Personal Interview undertaken by the Career

& Professional Development Cell to hone the skills of the students appearing for Internship process/ Campus Recruitment Process.

CLAUSE 2

The Career & Professional Development Cell shall only facilitate recruitment for the students of 4th and 5th year students of B.A./ B.B.A. LLB, 2nd and 3rd year students of LLB, and LL.M. It will, however, provide guidance and advice to students of all batches.

CLAUSE 3

The Career & Professional Development Cell acts as a facilitator and not as a guarantor of placements.

CLAUSE 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 as per the terms and conditions stipulated in the Placement Policy. The deadlines for the processes will be communicated by the CPD Cell from time to time.

CLAUSE 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. It will also result in immediate suspension from any other future assistance with respect to recruitment.

CLAUSE 6

The following circumstances shall lead to a student being suspended from partaking in Campus Recruitment Processes facilitated by the CPD Cell:

1. Where a student has communicated about their participation for the selection process for a particular organization/ firm/ corporation and they withdraw less than 24 hours prior to the commencement of the selection process; or
2. Where a student fails to appear for the same on the designated day without any prior intimation; or
3. Where a student withdraws after declaration of shortlist; or
4. In any other circumstance violating this Policy, subject to approval of the Director, SLS Pune.

CLAUSE 7

When a student is participating in any Campus Recruitment Process, they need to be present for the entire duration of the process, in the absence of which, strict action will be taken against them, subject to the discretion of the Director. This may also result in them being barred from any further Campus Recruitment Process.

CLAUSE 8

Once a Placement Offer has been extended to a candidate, the candidate shall be deemed to be placed and will be automatically withdrawn from participation in any further Campus Recruitment Process. In the event the candidate withdraws from the recruitment process after receiving such an offer, the same shall, after issuance of a show cause notice and consideration of the candidate's response, result in the suspension of their candidature from participation in the subsequent three (3) Campus Recruitment Processes.

CLAUSE 9

All students are required to comply with the institution's prerequisite guideline policy for placement eligibility. As per this policy, completion of the designated Pre-Placement Module comprising mock Group Discussions and Personal Interview (GDPI) training is mandatory. Any student who fails to successfully complete this module shall be deemed ineligible to participate in the placement process. No exceptions shall be entertained in this regard.

CLAUSE 10

If the applicant has received any kind of communication (official or unofficial) regarding the confirmation of a Placement offer, they are obligated to inform the cell immediately, failing which disciplinary action shall be taken against them. Subsequently, such unprofessional conduct will also be reported to the prospective employer.

CLAUSE 11

A student shall not apply for different verticals/ practice areas during a particular Campus Recruitment Process, unless otherwise instructed.

Illustration: If a student has applied for Litigation as avertical in a specific recruitment process, they cannot apply for General Corporate in the same recruitment process.

CLAUSE 12

It is mandatory for the students to inform the Career & Professional Development Cell if they receive any Placement Offer which has not been facilitated by the CPD Cell. Such an offer would automatically lead to withdrawal from any Campus Recruitment Process. Failure to inform the cell adversely affects the probability of other students to receive placement and thus, it would be subject to adequate disciplinary action upon inquiry.

The students are urged to request the employing organization/ firm to send an email to the Career & Professional Development Cell regarding the offer secured. The students requested to maintain transparent communication with the Cell.

CLAUSE 13

Students who have accepted a Placement Offer cannot renegade/ 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.

CLAUSE 14

If during the Campus Recruitment Process, any student faces any unwanted incident or any other unethical experience, then the student must report the same immediately to the Career & Professional Development Cell with any proof they have. The Cell will take immediate action pertaining to the same.

CLAUSE 15

Any disciplinary actions/ behavioral complaint received against the student from any company/ firm/ organization/ court during the Campus Recruitment Process shall be taken seriously and may lead to removal from the Campus Recruitment Process. Further any action by the student on any social media platform that may malign the reputation of SLS, Pune shall lead to disciplinary action.

CLAUSE 16

Students are strongly discouraged from personally (through acquaintances) contacting the companies/ firms/ organizations with whom the Career & Professional Development Cell is facilitating recruitment. If any candidate who is shortlisted for recruitment in company/ firm/ organization and is found to have contacted them personally for that specific opportunity, thereby bypassing the Career & Professional Development Cell, it will empower the Career & Professional Development Cell to send an immediate withdrawal of that candidate from that Campus Recruitment Process. Career & Professional Development Cell will issue a clear statement that the such student has been banned from appearing in any further Campus Recruitment Process as they have violated rules issued by the Symbiosis Law School, Pune/ Symbiosis International University, Pune. Pursuant to this, an inquiry will be initiated, followed by disciplinary action against such student.

CLAUSE 17

Any misconduct during or with regard to the Campus Recruitment Process shall be informed to the prospective employer as an honest disclosure.

CLAUSE 18

The Cell will not be responsible for any mistake or misrepresentation committed by the student in sending their CVs, providing information in the required format, or following the instructions provided by the cell including but not limited to the following:

a) CVs sent after the appointed deadline.
b) Incomplete/incorrect information provided by the candidate in the Google Form/ Excel Sheet they are asked to fill.
c) Wrong contact details provided by the students.
d) Non-availability / non-connectivity at the contact details provided in the CV.
e) Any communication made in any way other than an email sent to the cell's email ID.

CLAUSE 19

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. Exception shall only be granted subject to approval of the Director, Symbiosis Law School, Pune.

CLAUSE 20

Any clarification required regarding any Campus Recruitment Process can be sent as an email to placement@symlaw.ac.in with internship@symlaw.ac.in in cc, call to 020-26551139/40 or can be addressed in person to the concerned faculty associated with the CPD Cell between 03.30 P.M. to 05.00 P.M on all working days (excluding Symbiosis International University declared holidays).

CLAUSE 21

Students are requested to refrain from approaching CPD Cell faculty members at their personal cell phone numbers or email IDs later than 5:00 PM. If a student loses an opportunity due to such unofficial communication, the cell will not be responsible for the same.

CLAUSE 22

If a student is found violating any of the aforementioned clauses of the Placement Policy, they shall be immediately suspended from the Recruitment Process pending inquiry. They can only be reinstated in the Campus Recruitment Process subject to approval of the Director, Symbiosis Law School, Pune.

STRUCTURE OF THE CPD CELL

Dr. Shashikala Gurpur, Fulbright Scholar

Director, Symbiosis Law School- Pune

Dean, Faculty of Law, Symbiosis International (Deemed University), ***Jean Monnet Chair Professor (EUC-LAMP)***

Honorary Professor, University of Galway, Ireland

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

SR. NO.	FUNCTIONALITY	FACULTY IN-CHARGE
1.	Overall Faculty In-charge	Dr. Gitanjali Shrivastava
2.	Co-Faculty In-charge	Dr. Syed Mohd Uzair Iqbal
3.	Training and Development Faculty In- charge	Dr. Davinder Kaur & Ms. Shruti Mishra
4.	Placement Officer and Data In-charge	Mr. Vishal Asware
5.	Corporate Relations In-charge	Ms. Rebecca Cowan