



PLACEMENT AND HIGHER EDUCATION CELL POLICY

REGISTRATION PROCESS

- Registration with the Placement and Higher Educational Cell is mandatory to participate in the process of Internship/Placement.
- All registered students should submit the following within three days of registration:
 - o 2 copies of their latest resume duly vetted by their Training & Placement Coordinator.
 - o 2 passport size photographs.
 - o Photocopies of relevant testimonials/certificates.
- Any change of mail id or mobile number should be immediately intimated to Placement Cell.
- Students should have consistently good attendance and academic record to avail the services of the Placement Cell.
- Students should be regular in attending the events and training sessions organized for their benefit by the College. It is mandatory for all the students registering for Placements to have minimum 75% attendance in the Preparatory sessions.

CV's FORMATS

- The CV's submitted by applicants should strictly adhere to the format prescribed by the Placement Committee (until mentioned otherwise). Otherwise, the application will be rejected.
- If any error is found in CV, the placement committee will communicate the same, then students need to rectify and submit within 2 working days.

INTERNSHIP PROCESS

- Students need to register with the Placement and Higher Education Cell at commencement of every academic year for the upcoming opportunities.
- Students should adhere to deadlines given in the notice by Placement and Higher Education Cell for Internship opportunities and fill those within the required timeframe.
- If a student has applied for a Law firm/Law department/Company and gets shortlisted for an interview, it is mandatory for the student to appear for the same.
- If a student successfully gets shortlisted in the internship, they are supposed to submit their Appointment letter/ Acceptance letter/ Completion of internship certificate to the Placement and Higher Education Cell.
- The students are also requested to keep in mind that they will be barred from the Placement Committee if the students who receive internship offers but are unable to attend the interview or refuse to join the respective Law firm/Law department/Company after the selection process will be disqualified from participating in subsequent internship opportunities. The students are adhered to commit to the seriousness of the internship process.
- If a student requests a Letter of Recommendation (LOR) from the college for any internship, they must provide a certificate of completion from the internship for which the LOR was used. This policy ensures that the college's resources are used appropriately and that the student's efforts are validated.
- If a student gets an internship offline, the certificate of the internship along with the necessary details should be strictly submitted to the college without fail. There should be direct communication between the placement coordinator and the students facilitating openness and fair internship opportunities.

PLACEMENT PROCESS

- Students need to register with the Placement and Higher Education Cell at the commencement of every academic year for the upcoming opportunities.
- If a Final year student has secured a placement, even if it involves a three- month internship period, will be considered as the students final placement from the college. This policy aims to clarify the status of the final year placements and avoid any confusion regarding the nature and the placement procedure.
- Students should adhere to deadlines given in the notice by Placement and Higher Education Cell for placement opportunities and fill those within the required timeframe.
- If a student has applied for a Law firm/Law Department/Company and gets shortlisted for an interview, it is mandatory for the student to appear for the same.
- If a student successfully gets placed in a Law firm/Law Department/Company they are supposed to submit their Appointment letter/ Acceptance letter to the Placement and Higher Education Cell.
- The students will be barred from the Placement Committee if the students who receive Appointment letter/Offer Letter but refuse to attend the interview or join the respective Law firm/Law department/Company after successful selection will be disqualified from participating in subsequent Placement opportunities. The students are adhered to commit to the seriousness of the Placement drive (Unless other serious circumstances in which they justify their absence to the placement coordinator)
- If a student misses 2 drives for which the student was eligible and it was his area of interest, it would be taken a case of non- seriousness & the student might be permanently debarred from availing Placement services.
- If the student has been selected in the campus interview and has received an appointment letter, he/she shall be out of the placement process.

- If any Student confirms to join any Law Firm, Intern, Article Clerk & Associate, he/she shall join the firm on the proposed date. Any change or rejection after confirmation should be communicated to the Placement Committee well in advance.
- The student opting for Placement must compulsorily complete 2 months of Internship in an academic year.
- No student can negotiate in their stipend or salary. Any act of such kind will result in discontinuation from the placement process.
- Students should take every effort to maintain the decorum and the image of the institute in every interaction with the representatives of any organization.
- Students violating any of the above- mentioned rules and regulations or found indulging in any act of indiscipline/misbehaviour thereby earning a bad name for the Institute will be debarred from availing any further placement facilities and are liable for strict disciplinary action.
- The Principal of Thakur Ramnarayan College of Law reserves the right to disallow any student to appear for campus interview, on disciplinary grounds. Placement Cell does not guarantee a job.