

**TRAINING &  
PLACEMENT CELL  
2024-2025**

**POLICY 24-25**



MARATHWADA MITRA MANDAL'S

# SHANKARRAO CHAVAN LAW COLLEGE

Accredited with 'A' Grade by NAAC

202/A, DECCAN GYMKHANA, PUNE - 411 004.

Affiliated to Savitribai Phule Pune University & Approved by Bar Council of India, New Delhi  
(Permanent Reg. No. - Id No. : PU / PN / Law / 179 - 2002)



**Late. Shri. Shankarrao Chavan**  
Founder President

**Shri. Shivajirao D. Ganage**  
President

**Prin. Bhausahab Jadhav**  
Exe - President

## Academic Year 2024-2025

### TRAINING & PLACEMENT CELL POLICY

#### Policy Title: TRAINING & PLACEMENT CELL POLICY

1.	Placement Policy Number (EPN): APN/IQAC/PP/2024-25/01	Functional Area: To Focus on career development, skill enhancement, and facilitating internships and employment opportunities.
2.	Brief Description of the Policy:	<b>Purpose:</b> The Placement Cell Policy facilitates career development by providing opportunities for internships and employment while bridging academia and industry. It also ensures students are aware of the rules and responsibilities for a smooth and transparent internship and placement process.
3.	Policy Applies to:	Students of BA,LL. B, BBA,LL. B, & LL. B
4.	Effective from the Date:	22.07.2024
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	Placement Cell Coordinators
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	Amended in the A.Y 2024-2025
9.	Reason for the policy	To promote transparency and adherence to rules for a smooth placement process.
10.	References for the policy	Internships & Placements for Students and Industry Connect



**MARATHWADA MITRA MANDAL'S  
SHANKARRAO CHAVAN LAW COLLEGE**

**THE TRAINING AND PLACEMENT CELL**

**POLICY 2024-2025**



“ वेद्ये बहुतांशे हित ”

**MARATHWADA MITRA MANDAL'S  
SHANKARRAO CHAVAN LAW COLLEGE, PUNE**  
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**PLACEMENT CELL POLICY FOR THE  
ACADEMIC YEAR 2024 -2025**

**Welcome to the Placement Cell**

Hello and warm greetings to all! We are delighted to present and introduce you all to the Placement Cell of our college.

Established in 2003, Marathwada Mitra Mandals Shankarrao Chavan Law College affiliated with SPPU, duly recognised by the Bar Council of India and NAAC Accredited 'A' Grade is a shining example of pioneer value based legal education. This institution is committed to delivering legal professionals by transcending traditional teaching methods and giving practical exposure to a wide audience. The Placement Cell is headed by **Asst. Prof. Pooja Baghel, Asst. Prof. Dr. Manisha Shinde, Asst. Prof. Dr. Sudhir Tarote** and a dedicated student coordination committee and we are collectively responsible for managing all aspects of placements, internships, and skill enhancement courses. This Cell maintains a comprehensive database and ensures a smooth placement process. Additionally, the institution extends its focus beyond academics by providing specialized training to equip students with the practical skills required for a successful legal profession.

The Placement Cell looks forward to your presence!

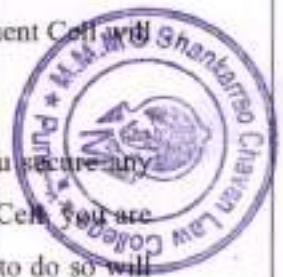


## General Rules & Regulations for Members of the Placement cell

All the students who are registered with MM's SCLC Placement Cell will be governed and directed by the Placement Cell's Rules and Regulations as stipulated herein. The registered members or those who are interested in registering themselves with the Placement Cell are required to take note of these rules and acknowledge the same. These will be binding on all the registered members.

Mentioned below are the Rules and Regulations which are inclusive of, but not limited to:

- 1) **Internship/ Job Opportunities:** Any and all internship/job opportunities that are listed with the Placement Cell will be communicated to the students collectively through an official channel of the Placement Cell. While applying for the internship/job opportunities, you shall ensure that you fulfill the eligibility criteria before applying for the same.
- 2) **Mode of Communication:** All communication by and with the Placement Cell shall take place from the official email id: [placement@sclc.edu.in](mailto:placement@sclc.edu.in) and all other designated official Platforms. It is the student's responsibility to keep checking their email at regular intervals and be updated about the same.
- 3) **Courses and Workshops:** As a member of the Placement Cell, you are expected to actively take a part and show interest in any career counselling activities, Resume Building Courses and Workshops organized to enhance your soft skills.
- 4) **Resume and Cover Letter:** You are expected to submit your Resume, Cover Letter and all other necessary documents only when asked for by the Cell for the furtherance of its activities with regards to internships and job opportunities. Resume and Cover Letter should be in a standard professional format with all necessary details. You attest to the veracity and genuineness of the information submitted by you.
- 5) **Compliance with deadlines:** Students are required to keep track and comply with all internship, courses, job, interview etc deadlines and time constraints. The Placement Cell will not be responsible for non-adherence to the same by the students.
- 6) **Internships and Jobs outside of the Placement Cell:** In the event that you secure any internships and jobs through your own means without the aid of the Placement Cell, you are expected to inform and update the Cell about the same. Kindly note that failure to do so will result in strict disciplinary actions and non-marking of attendance.



7) **Professional Conduct:** Being associated with the Cell, you should conduct yourself in a professional manner with proper formal attires on all days of the Placement related activities. You must refrain from any actions that may result in disciplinary actions against you. You are not permitted to externally contact the HR's which are involved in our Placement/Internship process without prior informing the Cell.

8) **Placement drives, interviews:** Attending mock interviews, pre-placement talks, interviews are mandatory for the registered students. It gives you an opportunity to be prepared and to get to know the Company better. Absenteeism from the same without prior notice will not be encouraged and may lead to Blacklisting from the Cell.

### INTERNSHIP POLICY

This policy, developed in collaboration with The Training & Placement Cell—a progressive service led by students under the guidance of designated faculty members—supersedes all previous policies and will remain in effect until further notice.

1. The Training & Placement Cell will facilitate internships for students starting from the 1st year of BA/BBA LLB/LLB programs. It will offer guidance and advice to students across all batches. Announcements, results, and information will be communicated through the Cell's official email, Notice Board, and official WhatsApp group. Students are responsible for regularly checking these channels for updates.
2. The Training & Placement Cell acts as a facilitator and not as a guarantor of internships. All support and guidance for internships will be provided to the students. **Please note that internships during the semester that result in missed college lectures and insufficient attendance will not be authorized. If students pursue internships independently and fail to meet the required attendance, appropriate actions will be taken.**
3. Any misrepresentation or fraudulent information provided in the Curriculum Vitae (CV) will result in the immediate removal of the concerned student from the internship process, and suspension from any future assistance regarding internships.
4. Any student wishing to partake in the internship process must sign an undertaking agreeing to the terms and conditions stipulated in the Internship Policy.
5. If a student communicates their participation in the process for a particular organization/firm/corporation and withdraws after being shortlisted or before joining, they will receive a show-cause notice and may be suspended from the internship process for a minimum



of one semester if found guilty.

6. When a student has applied for an internship, they must be present for the entire selection process. Failure to do so may result in strict action, including restriction from applying for internships facilitated by the Placement Cell for a minimum of one semester.

7. If a student receives an internship offer not facilitated by the Placement Cell, they must inform the Cell.

8. Students who have accepted an internship offer cannot renege, withdraw, or abscond from joining the organization. Such actions will result in restriction from any further internship processes.

9. If any student faces any unwanted incident (including harassment of any kind) or any other unethical experience during an internship, they must report it immediately to the Placement Cell with any available proof. The student can also terminate the internship immediately and report the matter to the concerned authorities in the institution.

10. Any disciplinary actions or behavioral complaints received against a student from the company/firm/organization/court during their internship will be taken seriously and may lead to removal from the internship process. Any action by the student on social media that may malign the reputation of SCLC, Pune will also lead to disciplinary action with similar repercussions.

11. Students are strongly discouraged from personally (including through parents or other relatives) contacting the companies/ firms/organizations with which the Cell is arranging internships. If any candidate who is shortlisted for an internship in a company/firm/organization is found to have contacted them personally, thereby bypassing the Placement Cell of SCLC-Pune, the Placement Cell will immediately withdraw that candidate from the internship process. The Cell will issue a clear statement that the candidate has been restricted from appearing in any internship process due to the violation of the rules issued by the SCLC Placement Cell.

12. The Placement 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) CVs sent to any email id other than the one specifically mentioned in the email.
- c) Incomplete or 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 or non-connectivity at the contact details provided in the CV.
- f) Any communication made in any way other than an email sent to the Cell's email ID.
- g) Unavailability of the student on phone, Skype, or in person regarding the selection procedure.

13. If a student is found violating any of the above-mentioned clauses of the Internship Policy, they shall be immediately suspended from the internship process. Reinstatement in the internship process is subject to the approval of the Principal, SCLC.

14. A Letter of Recommendation (LOR) is a document through which SCLC acknowledges that the student is a bona fide student of SCLC, Pune. The student needs to submit an application providing all the necessary details. A specific LOR is made in the name of a specific recruiter. The concept of a generic LOR has been dissolved. Only a specific LOR will be issued, for which the applicant needs to provide details of the organization where they intend to intern. A generic LOR can be issued only with the prior approval of the Placement In-charge. Please note that LOR will be issued subject to condition that the student will maintain 75 percent of attendance.

### **FINAL PLACEMENT POLICY**

1. Any student wishing to partake in the Campus Recruitment Process must register with the Cell via the CV Verification Process, agreeing to the terms and conditions stipulated in the Placement Policy.
2. Deadlines for processes will be communicated by the Placement Cell from time to time.
3. Any misrepresentation or fraudulent information provided in the Curriculum Vitae (CV) will result in the immediate removal of the concerned student from the Campus Recruitment Process and suspension from any future recruitment assistance.
4. If a student communicates their participation in the selection process for a particular organization/firm/corporation and withdraws within 24 hours before the Training and Placement Cell's selection process starts, or fails to appear on the designated day without prior intimation, or withdraws after the declaration of the shortlist, they shall be suspended from the Campus Recruitment Process after due inquiry.



5. Students appearing for the final placements will be shortlisted through a series of tests and mock interviews. Only those who successfully clear these stages will be eligible for final placements.

The choice of registration, appearing for the interview, and performing in the interview rests with the student. Students are advised to make decisions carefully to avoid any disciplinary action.

6. When participating in the Campus Recruitment Process, students must be present for the entire duration. Failure to do so may result in strict action, including barring from further Campus Recruitment Processes.

7. Once a placement offer has been made to a candidate, it will be deemed that the candidate is placed, resulting in automatic withdrawal from the Campus Recruitment Process, and the candidate will not be eligible for further participation.

8. If a student receives a placement offer not facilitated by the Career & Professional Development Cell, they must inform the Cell, and it will be deemed that they have withdrawn from the Campus Recruitment Process.

9. Students who have accepted a placement offer cannot renege, withdraw, or abscond from joining the organization. Such actions may lead to disciplinary measures, including suspension, expulsion, or withholding of the degree in accordance with the Policy.

10. Any action by a student on any social media platform that maligns the reputation of SCLC, Pune will also lead to disciplinary action.

11. Students are strongly discouraged from personally (including through parents or other relatives) contacting companies/firms/organizations with which the Placement Cell is arranging recruitment. If a candidate shortlisted for recruitment is found to have contacted them personally, bypassing the Placement Cell, the Placement Cell will immediately withdraw that candidate from the Campus Recruitment Process.

12. The Placement Cell will not be responsible for any mistakes or misrepresentations committed by the student in sending their CVs, providing information in the required format, or following the instructions provided by the Placement Cell, including but not limited to:

- a) CVs sent after the appointed deadline.
- b) CVs sent to any email ID other than the one specifically mentioned.
- c) Incomplete or incorrect information provided in excel sheets.
- 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 Placement Cell ID.



13. Absence from any activities/ programs will lead to two warnings from the Cell. If the student remains absent a third time, it will result in a ban from the Campus Recruitment Process.

Training & Development programs organized by the Placement Cell aim to hone the skills of students to make them practice-ready by the end of their law school tenure and hence it is imperative that students ensure their presence in every activity conducted by the Cell.

14. No exception will be granted to any student for any activity. Exceptions will only be granted with the approval of the Placement Coordinator, SCLC, Pune.

15. For further clarification regarding the Campus Recruitment Process or Placement Policy, students can email [placement@sclc.edu.in](mailto:placement@sclc.edu.in) or meet the concerned faculty member in the Placement Cell in official working hours, Monday to Saturday.

16. Faculty will not entertain any calls on their personal numbers after Official working hours nor will they reply to any emails sent to their personal email IDs.

17. If a student is found violating any of the above-mentioned clauses of the Placement Policy, they shall be immediately suspended from the Recruitment Process pending inquiry. Reinstatement in the Campus Recruitment Process is subject to the approval of the Principal, SCLC, Pune.

18. Any problems faced can initially be registered with the Placement Cell. If the issue persists, the student can meet the principal, subject to prior communication with the Placement Cell and an appointment.

**PLEASE NOTE:**

1. The SCLC Training and Placement Cell aims to assist all students interested in placements by providing market access; however, it does not guarantee a job.

2. The final placement enrollment fee applicable only for 5<sup>th</sup> BA LLB and 3<sup>rd</sup> LLB will be Rs. 5000, which includes a mandatory certification course on personality development for students registered for final placements.

3. Eighty percent of the enrollment fee, i.e., Rs. 4000, will be refunded if the student is selected and joins the respective workplace. The refund will only be initiated after the completion of the probation period and upon receiving confirmation from the employer.

*Please understand that placement is a serious and demanding process. Do not enroll if you are not committed. We request you to carefully consider your decision before enrolling, as refunds or last-minute changes are discouraged.*



### **Procedure to be a member of the Placement Cell**

- Step 1: Open the Google form through the link given below.

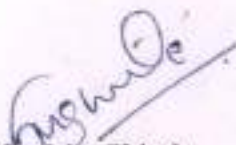
Link for the Google Registration Form: <https://forms.gle/AU1U2gPQymmMB5xU7>


- Step 2: Fill out your details and recheck if all the information is correct and submit.

- In case of any doubts or queries kindly contact the Placement Cell student Coordinators mentioned below:

1. Kunal – 98107 62157
2. Shreya Srivastava – 81278 17824
3. Saloni Kothari - 79873 88316

*"Opportunities don't happen. You create them." – Chris Grosser*

  
Dr. Manisha Shinde  
Faculty Coordinator

  
Ms. Pooja Baghel  
Faculty Coordinator

  
Dr. Sudhir Tarote  
Faculty Coordinator

  
Dr. Kranti Deshmukh  
Principal, SCLC

