



Smt. P.D. Hinduja Trust's

K.P.B. HINDUJA COLLEGE OF COMMERCE

Sindhi Linguistic Minority Institution: (Autonomous)

(Affiliated to University of Mumbai) : NAAC Re-Accredited With "A+" Grade: CGPA: 3.59

Current Address (Temporary): Sadhana House, 570, Pandurang Budhkar Marg,
Behind Mahindra Towers, Worli, Mumbai – 400018. Contact Details Tel: 022-4098-9000.

Email: info@hindujacollege.com : Website: www.hindujacollege.edu.in

Prin. Dr. Navin M. Punjabi

Ref. No. :

Internship & Placement Policy for Students (Academic Year 2026–27)

The Placement Cell of **K. P. B. Hinduja College of Commerce (Autonomous)** is committed to facilitating quality internship and placement opportunities for students by building meaningful partnerships with industry. The objective of this policy is to establish a fair, transparent, and well-coordinated framework governing student participation in internship and placement activities conducted through the Placement Cell.

All students registering with the Placement Cell are expected to familiarize themselves with this policy and comply with its provisions. Registration for internship or placement opportunities shall be deemed as acceptance of the terms and conditions outlined herein.

1. Eligibility

1.1 Only bona fide students currently enrolled in K. P. B. Hinduja College of Commerce (Autonomous) are eligible to participate in internship and placement activities coordinated by the Placement Cell.

1.2 Students pursuing professional programmes that require mandatory articleship, industrial training, or internship as part of their curriculum may not be eligible to participate in Placement Cell activities where such participation results in a conflict with the requirements of their professional programme.

1.3 The Placement Cell reserves the right to determine the eligibility of students for specific opportunities based on employer requirements and institutional guidelines.

2. Registration with the Placement Cell

2.1 Students intending to participate in internship or placement activities must complete the online registration process within the prescribed timeline.

2.2 Registration is compulsory for participation in any recruitment process coordinated by the Placement Cell.



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2.3 Registration enables the Placement Cell to communicate internship and placement opportunities, maintain student records, and coordinate recruitment activities effectively.

2.4 Students who fail to complete the registration process within the stipulated period may not be considered for subsequent recruitment activities until further notification by the Placement Cell.

3. Official Communication

3.1 All official communication relating to internships and placements shall be made through the email address registered by the student during the Placement Cell registration process.

3.2 Students are solely responsible for ensuring that their registered email address remains active and accessible throughout the academic year.

3.3 Students are advised to check their email inbox, spam folder, and junk folder regularly to avoid missing important announcements, interview schedules, selection updates, or employer communications.

3.4 Students should acknowledge communications from the Placement Cell, wherever specifically requested, within the prescribed timeline.

4. Application Process

4.1 Internship and placement opportunities shall be circulated only to registered students who satisfy the eligibility criteria prescribed by the recruiting organization.

4.2 Students are expected to read the job description, eligibility criteria, compensation details, work location, internship duration (where applicable), and other relevant information carefully before submitting an application.

4.3 Wherever applications are invited through Google Forms, QR Codes, recruitment portals, or any other online platform, students must ensure that all required information and documents are submitted correctly before the specified deadline.

4.4 Incomplete applications or applications submitted after the deadline may not be considered for the recruitment process.



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4.5 Students shall ensure that the information furnished in their applications is complete, accurate, and truthful. Submission of incorrect or misleading information may result in disqualification from the recruitment process and may invite disciplinary action.

5. Resume Submission Guidelines

5.1 Students are responsible for uploading an updated resume for every recruitment opportunity.

5.2 Unless otherwise specified by the employer, resumes should preferably follow the format recommended by the Placement Cell.

5.3 Students are advised to limit their resumes to one page (or two printed sides), using a professional layout and readable font.

5.4 The resume file should ordinarily be named in the following format:

First Name_LastName_Programme_Specialisation

Example: **Sahil_Doshi_TYBCom_Marketing**

5.5 Once a resume has been submitted for a particular opportunity, subsequent modifications may not be permitted unless specifically approved by the Placement Cell or requested by the employer.

6. Participation in the Recruitment Process

6.1 Students should apply only for those internship or placement opportunities that they intend to pursue sincerely.

6.2 Submission of an application signifies the student's willingness to participate in the complete recruitment process and, if selected, to seriously consider accepting the offer.

6.3 Students shortlisted by recruiting organizations shall receive communication through their registered email address. It shall be the responsibility of every student to monitor their email regularly and respond within the stipulated timelines.

6.4 Students shall comply with all instructions issued by the Placement Cell and the recruiting organization during the recruitment process.



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7. Withdrawal from the Recruitment Process

7.1 Students are expected to make an informed decision before applying for any internship or placement opportunity.

7.2 Withdrawal from a recruitment process after registration should be avoided except under exceptional and genuine circumstances.

7.3 Students who are unable to participate in a scheduled recruitment process due to unavoidable reasons shall inform the Placement Cell by email at placement@hindujacollege.com, along with appropriate supporting documents, at least **24 hours** before the scheduled process wherever practicable.

7.4 Requests for withdrawal shall be considered by the Placement Cell on a case-by-case basis. Unauthorized withdrawal or repeated non-participation may attract appropriate disciplinary action, including temporary suspension from future recruitment activities coordinated by the Placement Cell.

8. Interview and Assessment Guidelines

8.1 Students are expected to report at the interview venue at least **15 minutes** before the scheduled reporting time.

8.2 Students attending in-person interviews should carry:

- Multiple copies of their latest resume;
- Passport-size photographs (where required);
- Valid Government-issued photo identification;
- College Identity Card;
- Necessary stationery; and
- Calculator, wherever specifically required for assessment.

8.3 For virtual interviews or online assessments, students should:

- join the meeting sufficiently in advance;



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- ensure stable internet connectivity;
- use an appropriate device with a functioning camera and microphone;
- maintain a professional background and environment; and
- comply with all instructions issued by the employer regarding camera, microphone, dress code, and online etiquette.

8.4 Students who fail to attend an interview without prior intimation and valid justification may be subject to disciplinary action by the Placement Cell.

9. Offer Acceptance and Participation in Subsequent Recruitment

9.1 Students are expected to carefully evaluate the terms and conditions of an internship or placement opportunity before applying.

9.2 A student who accepts an internship or placement offer through the Placement Cell shall ordinarily be considered committed to joining the organization.

9.3 Students who receive and accept an internship offer shall generally not be eligible to participate in other internship opportunities coordinated by the Placement Cell until the completion of the internship period, unless otherwise permitted by the Placement Cell.

9.4 Students are required to submit a signed copy of the Offer Letter or Acceptance Letter, wherever applicable, to the Placement Cell for institutional records.

9.5 If a student declines an offer after acceptance, the student shall submit a written explanation addressed to the Placement Cell. The matter shall be reviewed by the Placement Cell Committee, and appropriate action may be taken depending on the circumstances.

10. Internship and Placement Responsibilities

10.1 Students are responsible for completing all assignments, assessments, documentation, onboarding formalities, and other requirements communicated by the recruiting organization within the stipulated timelines.



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10.2 The Placement Cell shall not be responsible for delays or non-compliance on the part of students with respect to employer requirements.

10.3 Students are encouraged to clarify any doubts regarding the job profile, compensation, reporting structure, work location, working hours, or other employment conditions directly with the recruiting organization before accepting an offer.

10.4 Students shall inform the Placement Cell immediately if there is any change in their joining status, internship schedule, or employment plans after receiving an offer.

11. Professional Conduct and Dress Code

11.1 Students are expected to conduct themselves in a professional, courteous, and responsible manner throughout the recruitment process.

11.2 Professional behaviour is expected during all interactions with employers, including Pre-Placement Talks, aptitude tests, group discussions, interviews, assessment centres, onboarding sessions, and workplace interactions.

11.3 Students shall maintain punctuality and follow the instructions issued by the recruiting organization and the Placement Cell.

11.4 Appropriate business formal attire shall be worn during interviews and all official interactions unless otherwise specified by the employer.

11.5 Any act of misconduct, inappropriate behaviour, or unprofessional communication with recruiters or Placement Cell members may result in disciplinary action.

12. Confidentiality and Ethical Conduct

12.1 Students shall maintain the confidentiality of recruitment-related information shared by employers or the Placement Cell.

12.2 Students shall not disclose details relating to participating organizations, interview processes, compensation packages, assessment methods, or any confidential information received during the recruitment process unless such information has been officially released by the employer or the Placement Cell.



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12.3 Students shall use information obtained during the recruitment process solely for the purpose of participating in the selection process.

13. Communication with the Placement Cell

13.1 Students shall communicate with the Placement Cell only through the official email address: **placement@hindujacollege.com**

13.2 Official decisions, approvals, requests, and submissions shall be accepted only through email unless otherwise notified.

13.3 Students are requested to avoid communicating placement-related matters through personal phone calls, text messages, or social media platforms unless specifically permitted by the Placement Cell.

14. Direct Internship or Placement Offers

14.1 Students who secure internships or placements independently, without the involvement of the Placement Cell, are encouraged to inform the Placement Cell by email.

14.2 Such information enables the College to maintain accurate placement records and prepare institutional reports.

14.3 Students may be requested to share the name of the organization, designation, compensation details (where applicable), date of joining, and a copy of the offer letter for record purposes.

15. Role and Limitations of the Placement Cell

15.1 The Placement Cell acts as a facilitator between students and recruiting organizations by identifying opportunities, coordinating recruitment activities, and supporting the selection process.

15.2 Although the Placement Cell makes every reasonable effort to collaborate with reputed organizations, it cannot independently verify every aspect of an employer's business operations, work environment, or employment practices.



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15.3 Students are therefore advised to exercise due diligence and seek clarification regarding the role, responsibilities, compensation, and employment conditions before accepting an internship or placement offer.

15.4 The College shall not be a party to the employment contract entered into between the student and the employer and shall not be responsible for matters arising after the student's acceptance of the offer.

16. Disciplinary Provisions

16.1 Non-compliance with this policy, repeated absenteeism during recruitment activities, submission of false information, and unauthorized withdrawal from recruitment processes, or conduct that adversely affects the reputation of the College may invite disciplinary action.

16.2 Depending upon the nature and seriousness of the matter, disciplinary measures may include:

- written warning;
- temporary suspension from internship or placement activities;
- restriction from participating in subsequent recruitment drives;
- withdrawal of Placement Cell privileges; or
- any other action considered appropriate by the Placement Cell Committee in consultation with the College authorities.

16.3 Before any disciplinary decision is taken, the student shall ordinarily be given an opportunity to present his/her explanation and supporting documents.

16.4 The decision of the Placement Cell Committee, subject to the approval of the Principal wherever applicable, shall be final.



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17. General Provisions

17.1 The Placement Cell reserves the right to modify recruitment schedules, procedures, or eligibility requirements in consultation with recruiting organizations or College authorities whenever necessary.

17.2 Any relaxation of the provisions of this policy shall be at the sole discretion of the Placement Cell Committee, subject to the approval of the Principal, wherever required.

17.3 Matters not specifically covered under this policy shall be decided by the Placement Cell Committee in accordance with institutional policies and the best interests of the College and its students.

18. Acceptance of the Policy

Registration with the Placement Cell and participation in internship or placement activities shall constitute the student's acknowledgement and acceptance of the provisions contained in this policy. Students are expected to comply with these guidelines throughout the recruitment process to ensure a fair, transparent, and professional placement environment for all stakeholders.

Note: Non-compliance with the provisions of this policy may result in suspension or debarment from internship and/or placement activities coordinated by the Placement Cell, depending upon the nature and gravity of the violation.

Approved by the Placement Cell Committee of 2026-2027:

- Dr. Reeta Jain (Convenor)
- Dr. Rommani Sen Shitak (Co-Convenor)
- Dr. Shradha Jain
- Dr. Antara Sonawane Sarode
- Dr. Jagruti Darji
- Mr. Deepak Shinde