



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. :

PLACEMENT POLICY FOR PROSPECTIVE EMPLOYERS

Placement Season 2026–27

The Placement Cell of **K. P. B. Hinduja College of Commerce (Autonomous)** extends a warm welcome to organizations interested in recruiting our undergraduate and postgraduate students during the **Placement Season 2026–27**.

The College values meaningful industry partnerships and is committed to facilitating a transparent, efficient, and professionally managed recruitment process that serves the interests of both employers and students. This policy outlines the guidelines governing campus placements and internships to ensure smooth coordination and effective communication throughout the recruitment cycle.

1. Participation in Campus Recruitment:

The Placement Cell welcomes organizations from diverse sectors to participate in the campus recruitment process.

While every effort will be made to accommodate recruitment requests, the College reserves the right to schedule, reschedule, or decline campus recruitment activities based on institutional priorities, academic commitments, availability of infrastructure, and other administrative considerations.

The College treats all information received from recruiting organizations with strict confidentiality and shall not disclose details regarding visiting organizations, compensation packages, recruitment strategies, or other confidential information to third parties.

2. Communication with the Placement Cell

Organizations intending to recruit students during the Academic Year **2026–27** are requested to communicate their recruitment requirements through the Placement Cell.

Official Placement Cell Email: placement@hindujacollege.com

For all official correspondence, employers are requested to mark a copy to:



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Ref. No. :

Dr. Reeta B. Jain

Placement Cell Convenor

reeta.jain@hindujacollege.com

Dr. Rommani Sen Shitak

Placement Cell Co-convenor

rommani.shitak@hindujacollege.com

Maintaining communication with the Placement Cell throughout the recruitment process enables timely coordination and effective support.

3. Sharing of Recruitment Details

Organizations intending to recruit students are requested to communicate their recruitment requirements to the Placement Cell before the commencement of the recruitment process. The details may be shared by sending an email to placement@hindujacollege.com or by forwarding a formal recruitment request letter addressed to the **Placement Cell, K. P. B. Hinduja College of Commerce (Autonomous)**.

The communication should ordinarily include the organization profile, job description, eligibility criteria, compensation package or stipend (where applicable), work location, expected date of joining, selection process, contact details of the recruitment representative, and the preferred mode of receiving student applications.

The Placement Cell may seek any additional information or supporting documents, wherever necessary, to facilitate effective coordination of the recruitment process.

4. Recruitment Process

The Placement Cell recognizes that every organization follows its own recruitment methodology. Accordingly, internship and placement opportunities may be processed through any of the following modes depending upon the employer's preference.

4.1 Pre-Placement Talk

Organizations are encouraged to conduct a Pre-Placement Talk (PPT) before commencing the selection process. The session enables students to understand the organization, work culture, career prospects, job roles, compensation structure, growth opportunities, and selection process.

The PPT may be conducted as a separate event or may be combined with the recruitment process after prior coordination with the Placement Cell.



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4.2 College-managed Application Process

Where organizations prefer the Placement Cell to coordinate applications, the College shall circulate an official application form (generally through Google Forms) inviting applications from eligible students.

Students shall submit:

- Application Form
- Updated Curriculum Vitae (CV)

To enable students to understand the opportunity and make an informed decision, the application window shall ordinarily remain open for a minimum of **seven working days**.

After the closing date, the Placement Cell shall compile the applications and share with the employer:

- consolidated application data (CSV/Excel format); and
- students' CVs.

The organization may thereafter shortlist candidates and proceed with its recruitment process.

4.3 Company's Recruitment Portal / Online Application Form

Organizations having their own recruitment portal or online application form may share the application link with the Placement Cell.

The Placement Cell shall circulate the link among eligible students, who shall apply directly to the organization.

4.4 Direct Applications through Official Company Email

Organizations may also choose to receive applications directly through an official recruitment email address.

In such cases, the Placement Cell shall communicate the designated email address to eligible students, who shall submit their applications directly to the employer.

4.5 Recruitment Process as Prescribed by the Recruiting Organization



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The Placement Cell recognizes that organizations may have unique recruitment procedures or Standard Operating Procedures (SOPs) based on their internal policies, industry practices, or specific hiring requirements. Accordingly, in addition to the recruitment processes outlined above, the Placement Cell is open to facilitating any recruitment methodology or SOP prescribed by the recruiting organization, subject to prior discussion and mutual agreement.

Recruiters are requested to share their preferred recruitment process, timelines, documentation requirements, and any other relevant instructions in advance. The Placement Cell shall extend all reasonable support to facilitate the recruitment process while ensuring effective coordination with eligible students and adherence to the College's academic schedule and institutional guidelines.

4.6 Information to be Provided by Employers

To enable students to make an informed career decision, employers are requested to provide complete and accurate information relating to the opportunity, including:

Name of the Organization, Nature of Business, Job Title, Job Description, Key Responsibilities, Eligibility Criteria, Required Skills, Compensation Structure / Stipend, Benefits (if any), Work Location, Internship Duration (where applicable), Probation Period (where applicable), Working Hours, Selection Process, Expected Date of Joining, Any other information relevant to the opportunity.

The role ultimately offered to selected candidates should substantially correspond to the job description shared with the Placement Cell before commencement of the recruitment process.

5. Employer Responsibilities During Recruitment

Irrespective of the mode adopted for receiving applications, employers are requested to keep the Placement Cell informed at every significant stage of the recruitment process.

This includes:

- acknowledgement of applications received (where applicable);
- number of applications received from students of the College;
- list of shortlisted candidates;
- interview schedule or interview links;
- details of subsequent assessment rounds;
- number of students appearing for interviews;
- final list of selected candidates;



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- waitlisted candidates (if any); and
- expected joining timelines.

Timely communication enables the Placement Cell to coordinate effectively with students and maintain accurate institutional records.

6. Offer Letters and Employment Documentation

The Placement Cell requests employers to communicate recruitment outcomes simultaneously to the selected students and the Placement Cell.

Wherever possible, offer letters should be issued on the day of the final selection process or by the next working day.

If confirmation is substantially delayed without prior communication, the College reserves the right to permit students to participate in other recruitment opportunities.

Employers are also requested to share:

- a soft copy of the offer letter(s); and
- wherever applicable, a copy of the employment contract.

These documents are maintained solely for institutional placement records and reporting purposes.

7. Role of the Placement Cell

The Placement Cell functions as a facilitator between employers and students.

Its responsibilities include:

- publicizing internship and placement opportunities;
- coordinating recruitment schedules;
- communicating with recruiters and students;
- facilitating interviews and selection activities;
- maintaining placement records; and
- providing administrative support during the recruitment process.



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The Placement Cell's role concludes upon completion of the recruitment process and issuance of the offer letter.

The employment relationship thereafter exists solely between the employer and the selected candidate.

Accordingly, the College shall not be responsible for matters arising after acceptance of the offer, including instances where a selected student subsequently does not join the organization.

8. Verification of Credentials

Employers are advised to undertake their own verification of academic qualifications, credentials, references, and other information considered necessary before issuing final offers.

9. Student Withdrawal from Offers

The College recognizes that students may occasionally receive admission offers for higher education or encounter unforeseen academic or personal circumstances after participating in campus recruitment.

Accordingly, employers are advised to maintain a waitlist of suitable candidates wherever feasible.

10. Confidentiality

The College maintains strict confidentiality regarding:

- student databases;
- resumes;
- employer information;
- compensation details; and
- recruitment-related information.

Student resumes shall be shared only with organizations for which the student has expressed interest or submitted an application through the Placement Cell.



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11. Policy Administration

The Placement Cell Committee shall be responsible for interpreting and administering this Placement Policy.

Its decisions relating to the implementation of the policy and matters arising during the placement process shall ordinarily be treated as final and binding on all stakeholders.

Where necessary, matters may be referred to the Principal for appropriate administrative consideration.

12. Student Participation in Placements

Students shall remain eligible to participate in placement opportunities until the Placement Cell receives official confirmation of their final selection from the recruiting organization.

13. Grievances and Escalation

For any clarification, assistance, or escalation relating to the recruitment process, employers may contact us at:

College address:

K. P. B. Hinduja College of Commerce (Autonomous)
Sadhana House, 570 Pandurang Budhkar Marg, Behind Mahindra Towers, Worli, Mumbai -
400018

Placement Cell

K. P. B. Hinduja College of Commerce (Autonomous)

Email: placement@hindujacollege.com

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Dr. Rommani Sen Shitak

Placement Cell Co-convenor

Email: rommani.shitak@hindujacollege.com

The Placement Cell remains committed to working closely with recruiting organizations to ensure a professional, transparent, and mutually rewarding campus recruitment experience.

Registered Address: 315, New Charni Road, Behind Saifee Hospital, Hinduja College Lane,
Opera House, Girgoan, Mumbai 4000-04 (East), Maharashtra.



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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

