



BANGALORE UNIVERSITY

UNIVERSITY LAW COLLEGE

PLACEMENT AND INTERNSHIP CELL

PLACEMENT RULES AND REGULATIONS

INTRODUCTION

The Placement and Internship Cell of University Law College is established to provide the best possible placement opportunities to our students in leading Law Recruiters. The role of the Placement Cell is that of a facilitator and counselor for placement related activities. The College provides assistance for Job Placement through the Placement Cell for all eligible students. This is applicable to all students of the College, who have duly filled and submitted the Placement Registration Form along with an undertaking to the Placement Cell. Only such students who have formally applied for placements by filling up the Placement Registration Form and Undertaking shall be considered for placement opportunities through the Placement Cell.

Application for placements via the Placement Cell does not guarantee recruitment.

DEFINITIONS

1. Students – Students means students of University Law College studying in 5 year B.A. LLB and B.A. LLB (Honours).
2. Law Recruiters– Law Recruiters means any company, corporate firms, litigation firms, offices, banks, organization etc.

CONSTITUTION AND FUNCTIONS OF PLACEMENT CELL COMMITTEE

1. Constitution of Placement and Internship Cell Committee - The college may by virtue of notification for the effective implementation of these rules and regulations constitute a committee known as Placement and Internship Cell Committee, to exercise the jurisdiction, power, and authority as per the provided rules and regulations.

2. The committee shall consist of: -

- I. Chairperson, who is the principal of the institution,

- II. One Senior Faculty member and
- III. Faculty Coordinator, any permanent faculty of the institution

3. The Constitution of Placement and Internship Cell Student body:

3.1 The Placement and Internship Cell Committee shall constitute a Placement and Internship Cell student body, for the effective implementation of these rules and regulations. The student body shall consist of:

- I. 6 students of 5th year
- II. 2 students of 4th year
- III. 2 students of 3rd year
- IV. 2 students of 2nd year
- V. 2 students of 1st year, preferably representing boys and girls in equal number.

3.2 The Committee may by virtue of notification call for application for the role of Placement and Internship Cell student body. Preference of candidates for the role will be determined by the following criteria: -

- I. No. and quality of internship
- II. Academic track
- III. Other academic track (moot, debate, trial advocacy, and so on...)

The decision of the committee to select/appoint an individual is final and binding.

3.3 Notwithstanding anything in Rule 3.2, the Committee may exercise its discretion to select/appoint any individual for the role of Placement Cell student body, irrespective of the above.

3.4 The selected/appointed students shall continue for a period of one year, in case of non-continuance the selected/appointed student shall be replaced, and new student will be selected/appointed as per Rule 3.2 and 3.3.

4. Functions and duties: - (1) The committee shall be the final decision making body concerning these rules and regulations.

(2) It shall constitute the student body.

(3) It shall prescribe necessary mode of operation.

(4) It shall oversee the operations of the student body and advice on any subject matter if needed.

(5) It shall approve the list of firms, companies, independent offices and so on... and notify the same.

(6) It shall approve the students for the said utility, i.e., internship/job opportunity through this placement cell.

(7) It shall create this opportunity for the interested students, either by inviting these firms, alumni, companies... or it can delegate the same to the student body.

(8) It shall facilitate these recruiters a platform to address the students if so needed

5. **Functions of the student body:** - The student body is obligated to perform all and any functions delegated to them by the Committee.

(2) It shall coordinate between the students and the committee.

(3) It shall coordinate with the recruiters.

(4) It shall find opportunities for the students.

(5) It shall recognise and present any query and problems before the committee.

(6) It shall maintain a book of records under the guidance of the Faculty Coordinator.

(7) It shall maintain a book of registration of students with the approval of the committee.

GENERAL RULES REGARDING PLACEMENT

a) The Placement Committee will not be responsible for any delays or cancellation in registration on the part of the Candidates.

b) Candidates are advised to apply to the Recruiters by carefully keeping in mind the vacant positions. In case there is no such vacancy, the application with respect to that Recruiter shall be disqualified.

c) Applying for or joining a Recruiter is entirely the responsibility/decision of the candidate concerned.

d) Candidates are requested to report a minimum of 30 minutes prior to the commencement of the interview and register themselves at the desk

e) Determination of eligibility for a given job profile is the sole discretion of the Recruiter and no student can challenge it. Also, short listing for any given profile is the sole discretion of the Recruiter and the Placement Cell has no role to play in this regard

TRAINING AND PLACEMENT GUIDELINES

1. PLACEMENT PROVISIONS & GUIDELINES

The Recruiters may opt for placement through any of these available provisions, which will be decided as per the discussion between faculty coordinator of College Placement Cell and the recruiter.

ON CAMPUS: (1) When a Recruiter visits the campus and conducts tests / interviews on campus it is deemed to be an 'On Campus Placement'. Even if a part of the selection process is carried out on-campus and a part of it is conducted off-campus, it would fall under the 'On Campus Placement' Category.

(2) When a Recruiter conducts tests/interviews via video conferencing or through voice call it is deemed to be an ' On Campus Placement'. Provided test/interview is conducted by such Recruiter, who is part of Recruiters List of Placement Cell.

OFF CAMPUS: The Recruiter might choose to conduct the campus placement drive at a location other than the University campus. Such a drive is known as 'Off Campus Placement Drive'.

- 1.1. In all the above drives, it is important for the candidates to note that no travel and lodging arrangement expenditures shall be borne by the College and whenever requested by the company/ university, the candidate will have to travel on their own expense and cater to their own accommodation arrangements. In case of electronic mode, the candidate has to make sure that there are no connectivity issues.
- 1.2 Any communication or queries regarding any placement offer must be channelized only through the concerned members of the Placement Cell. Candidates are not permitted to directly correspond with the Recruiter, on matters pertaining to pre-placement offers, negotiating campus placement process, internship / placements of fellow class.
- 1.3 It is the responsibility of each candidate to update his/her contact details, profile sheet, resume/CV in correspondence with the Placement Cell. If there are any interim changes in the contact details, it is the responsibility of the candidate to update the same with the Placement Cell.
- 1.4 In case a candidate, at any stage of the Placement process, wishes to withdraw his / her name from the registration, he/she has to formally submit an application in writing stating the reasons for the same.

2. ELIGIBILITY AND REGISTRATION

- 2.1 Students must submit the duly filled Student Registration Form to be eligible for Placements. All students who expect to graduate from the University Law College and are seeking employment may register for campus placement with the Placement Cell. Note that placement registration is for ONE ACADEMIC YEAR ONLY. Registration is not a compulsion. Students not interested in placements through the Placement Cell are advised not to register.
- 2.2 Students who have failed to register for genuine reasons will be allowed to re-register on a case-to-case basis. Only students who have a course extension or other genuine reasons will be allowed to re-register.

2.3 The corresponding members of the Placement Cell only will conduct the registrations for Campus Recruitment and the students must submit the soft-copies of their CVs directly to the official Placement Cell email ID and not to any personal email ID of any member of the Placement Cell.

3 APPLICATION PROCESS

3.1 Students are required to upload and submit their resumes well before the date set by the Placement Cell. Resumes, once submitted, can be modified till the deadline is reached. Students are advised to avoid any last minute uploads as this might cause delays and some may even get left out. All the information mentioned in the resume should be genuine.

4 PLACEMENT PROCESS

4.1 It is the responsibility of the student to check announcements/notices/updated information/shortlisted names etc. on the notice boards of Placement Office/website/mail or information shared through WhatsApp/similar platform.

4.2 Students may opt for a preferred firm, office, or originations while registering with the student body after the release of the approved recruiters list by the committee.

4.3 Students should maintain originals as well as sufficient copies of their Resume, Passport size photographs, mark sheets, grade cards, transcripts, certificates etc. The Placement Office shall not be responsible for providing any assistance to the students with regard to procurement of the aforementioned documents.

4.4 Students are expected to be punctual in accordance with the dates and timings mentioned in the notices and announcements. Late arrivals for aptitude test/group discussion/interview shall not be allowed to appear for the selection process.

4.5 If any student has opted to take part in the recruitment process of a Recruiter, that student is bound to appear for all the stages/rounds of recruitment conducted by the Recruiter according to his/her eligibility. In the event of a student being selected for a particular round and not appearing for the same, the Placement Cell shall reserve the right to disqualify the candidate from future participation in any placement related activity.

4.6 Any candidate, after explicitly expressing his/her interest in obtaining placement for a particular Recruiter, withdraws from the said process at a later stage without informing the placement cell, then the aforementioned candidate shall be debarred from the subsequent placement process, with immediate effect. While arriving at a decision on the said point, the circumstances under which the candidate acted shall be considered by the faculty convener.

4.7 All communication between the Recruiter and a student must happen through the Placement Cell only.

5. JOB OFFERS

5.1 The Placement Office strictly enforces a “ONE STUDENT - ONE JOB PLACEMENT” policy. Each candidate can accept only one job offer of his/ her choice.

5.2 Every candidate who has selected a job offer is deemed to have de-registered from the Campus Placement process and shall not be considered for any successive recruitment(s), subject to Rule 5.4.

5.3 Students have complete autonomy over the acceptance or rejection of the offer for internship/work.

5.4 Pursuant to the Candidate’s acceptance of offer from one Recruiter, such candidate shall be allowed to appear for further placements through the Cell only upon the submission of a No- Objection Certificate (NOC) from the former Recruiter

5.5 The responsibility of going through the offer letter and taking actions therein, such as submission of documents, lies entirely on the candidate. In case the candidate directly receives offers from the Recruiter, the same must be intimated to the Placement Office.

5.6 After having accepted a job offer, if a student does not wish to join a company due to genuine reasons, such as pursuing higher studies, then the students is bound to inform the Placement Cell and abide by the agreements/bonds they enter into with the company.

5.7 The Chairperson, Senior Faculty and Faculty Coordinator shall have the rights to frame additional rules in the best interest of the candidates and the recruiters

6. DRESS CODE & DISCIPLINE FOR STUDENTS DURING PLACEMENT PROCESS

6.1 During the entire process of Placement interviews (on campus/off campus) candidates are required to wear formals with Blazer, as per the code of conduct of the University, failing which candidates shall not be allowed to sit for campus interview.

6.2 During the entire recruitment process, candidates must exhibit good conduct and follow the instructions given by the Placement Cell. Any behavior bringing disgrace to the College will not be tolerated and if found guilty, such candidate will be disqualified from further placement activity.

6.3 Candidates should carry their College Identity Card at all times during the recruitment process and produce the same when demanded by the visiting Recruiters or their representatives.

6.4 Punctuality is a must, and all students must be on time for all the Placement activities.

6.5 Candidates should maintain discipline and display ethical behavior throughout the recruitment process. Any candidate found cheating or violating the disciplinary guidelines set by the Recruiter or defaming the Recruiter's name will be deregistered and disqualified from the placement process for the rest of the academic year.

7. GROUNDS FOR DISQUALIFICATION

7.1 A candidate shall be disqualified on the following grounds, subject to the discretion of the Placement Cell:

- a. Failure to comply with any of the above mentioned guidelines.
- b. Involving outsiders (including parents / relatives/ well-wishers) during any stage/process of Internship or Placement. Doing so will lead to debarment, from the placement process, with immediate effect.
- c. Disciplinary Cases: The College shall not be extending any placement support to candidates penalized in Disciplinary cases. In case a candidate is under any disciplinary proceedings, the said student shall not be allowed to appear for the placement process, till such time, the faculty coordinator absolves all charges framed against the candidate.
- d. Misbehaviour reported by the Recruiter - Any complaint from the Recruiting Recruiter regarding misbehavior will automatically lead to debarment of the candidates from the placement process of the College.
- e. Absence from placement process once selected - A candidate found missing from such a placement process after giving his/ her name (i.e. before the completion of the selection process after having been selected in the initial stages of the process) shall be automatically debarred from any future placement activity. Once a candidate appears for a part of the recruitment process, he/she will not be allowed to leave the process till an offer is made or otherwise.
- f. Canvassing with any personnel from the Recruiter shall lead to disqualification of the candidature of the candidate. If candidates face any difficulty, they are advised to report to the Placement Cell.
- g. Any candidate found to have accepted a pre-placement offer before Registration with the Cell and not having informed the Placement Cell regarding the same shall be debarred from the placement process and will not be allowed to accept any job offer obtained through the Placement and Internship Cell.

The candidates who fill up the Student Registration Form (SRF) shall be required to go through the entire rules and regulations.

All the candidates have to follow all the rules and regulations failing which appropriate steps will be taken by the Placement Cell in consultation with the faculty advisor.

INTERNSHIPS

Placement and Internship Cell will also create opportunities for internship as and when requested by firms, companies, offices, NGOs etc. The internship opportunity will be open for all 5 year law students depending on the requirement of the employer. The information about the same will be disseminated through the class representatives, who will be part of the Placement and Internship Cell student body. Any student taking up the provided opportunity should intimate their class representatives.

