



Panchakshri Shivacharya Trust's

Est :- 1973

CHANNABASWESHWAR PHARMACY COLLEGE (DEGREE)

Kava Road, Basweshwar Chowk, Latur-413512 (Maharashtra)

DTE Code :- 2253, University Code :- 947, MSBTE Code :- 2041

Phone No:-. (02382) 240192, Fax:- (02382) 243855, Email:- channabasweshwar@gmail.com, Website:- www.channabasweshwar.org

Approved by:- Govt. Of Maharashtra, PCI, New Delhi, Affiliated to :- S.R.T.M.University, Nanded , MSBTE, Mumbai.

1.0. INTRODUCTION

Training and placement cell, an integral part of the Channabasweshwar Pharmacy College (Degree), , plays a vital role to identify suitable post for all our Diploma holders, Pharma graduates and Postgraduates at various pharmaceutical companies, Academic areas, Hospital and Community area etc. The cell is constantly in communication with reputed Pharma-firms and industrial establishments. The placement cell operates round the year to facilitate contacts between companies and all students of last semester. The cell maintains a very cordial relationship with all the recruiting Pharma-industries and also prepares the recruited candidates to face the competitive world.

The cell keeps on inviting various Pharma-industries and reputed firms for campus recruitment. Through training activities according to program curriculum, the cell tries to improve technical and communication skill of all students for the campus selection programs. The cell is sensitized to function all through the year towards generating placement and Pharma-Industrial training opportunities for the students. The number of students placed through the campus interviews is continuously rising. On invitation, many reputed Pharma-industries visit the institute to conduct campus interviews.

We have been successful in maintaining our high placement statistics and the fact that our students bear the recession blues with record breaking placements itself is a testimony to our quality.

The placement cell organizes career guidance programmes for all the students starting from first year. The cell arranges training programmes, communication skills workshop, seminar, etc.



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Every year, the Cell also helps to all students of B. Pharm for completion of their Pharma-Industrial training as a part of regulation of B. Pharm. Curriculum under Pharmacy Council of India (PCI) according to their choice. T& P cell plays a vital role through MoU between Channabasweshwar Pharmacy College (Degree) and various Pharma-Industries to uplift the career of everyone.

2.0. OBJECTIVES

- To build our students to meet the Pharmaceutical Industries recruitment process as well as their departments / plant's requirements.
- To encourage all students by providing scientific and technical knowledge of pharma-field as well as soft skills in terms of career planning, goal setting through T& P cell.

3.0. To fulfill the goal of all students through proper placement either campus drive (interview] or off-campus interviews by approaching various Pharmaceutical Companies through our T& P cell.

3.1. SCOPE

The placement policy is applicable to all Full time Regular registered students of Final Year B. Pharm and M. Pharm (all Specialization] for Campus Placements Drive of Channabasweshwar Pharmacy College (Degree) and is to be followed during the entire duration of the placement season.



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4.0. PROCEDURE

T& P cell of Channabasweshwar Pharmacy College (Degree) governs all types of training and placement related activities through regular meeting and co-ordination to various pharmaceutical companies of India T& P cell.

Students of Final Year B. Pharm./M.Pharm., all HOD and faculty members of Channabasweshwar Pharmacy College (Degree) are informed about new rules and regulation as well as entire process of Training and Placement Cell activities as explained below including points as shown in 4.2 to 4.12. TPC invites proposal for campus interview and circulates the recruitment requirement of companies through modern tools of ICT such as google spread sheet, WhatsApp message in group, face book post, and via email to all students of final year. TPC maintains the following flow path to fulfill the procedure of placement of our pharmacy students;

- A.** Receiving an Invitation for suitable recruitment for our Pharma-students via telephonic / email communication to various Pharma-companies.
- B.** Communication to Students who are interested for Recruitment.
- C.** Preparation of Campus interview based on receiving application of interested students.
- D.** Organizing Campus drive according to preparation
- E.** Submission of Selection letter to selected candidate via Principal according to placement policy under TPC.
- F.** Preparation of Campus Drive Report with statistics.



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4.1 Composition of Training & Placement cell (TPC)

- Coordinator of TPC: Senior Faculty who have good relationship and exposure of Industries.
- Asst Coordinators: Experienced Faculty from different courses of Pharmacy.

4.1.1 TPC will be established as per the decisions taken by the academic committee.

4.1.2 Objectives of the TPC-

1. To evolve Pharma-Educational Programme which is consistent with the broad requirements of the industries and which can give rise to Pharmacy personnel capable of cope up with the accelerating pace of the Pharmaceutical Technological Development.
2. To create adequate facilities of updating the knowledge of professional Pharmacists to meet current growth and developmental needs of the industries.
3. To coordinate the research and developmental activities of the two systems

4.1.3 Major activities of the TPC:-

1. Maintenance, coordination & promotion of consultancy services with proper links, with the departments in the college.
2. Encourage Industry to collaborate in industry study tour programmed (ISTP) internship programme & placement of students.
3. Organize industrial training and industrial visits for students.



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4. Organize industrial exhibitions to highlight research facilities and expertise available with the college.
5. Training of industrial personnel in Channabasweshwar Pharmacy College (Degree), exchange of personnel between the Industries and Channabasweshwar Pharmacy College (Degree), by way of involving industry personnel in delivering lectures on the latest technological development; evaluation of projects, development of curricula as per industry etc.
6. Signing of MOU between Channabasweshwar Pharmacy College (Degree) & the industries.
7. Generate funds from industry/other agencies for maintenance & development of the cell.

4.2 Rules and regulations of Placement

- Students must apply to a corporate after careful consideration. Strict action will be taken against students who negatively impact the reputation of the College by their actions or inaction while interacting with the corporate world especially during the recruitment process.
- All companies will conduct a pre-placement talk.
- The placement cell is not responsible for the profile of job being offered by the company. It is the duty of the student to clarify the same with the company.
- Students are advised to attend the interactive session for more information about the company, job description and the recommendation.
- The placement Cell of the college divides the companies that come for recruitment into two categories (A and B). The category of a particular company will be informed to the student ahead of the company's arrival in the campus through e-mail.
- If a student after the recruitment process is placed in a particular company (for e.g. Company C1), he or she would not be allowed to apply to another company in the same category (for e.g.



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Company C2). However, there will be an option for a 'Dream Company'. This means that the student can select or apply in any company in the other two categories (categories A or B).

- If a student is placed in any company in category B (for e.g. Company B1), he or she would not be allowed to apply to any other company of category B (for e.g. Company B2).
- If a student is placed in any company in category A, he/she will exhaust all further placement opportunities.
- If a student's name is enlisted in the Waiting List of a particular company, it will not be considered as a placement and he/she will be allowed to apply to other companies.
- If there is a time gap between the recruitment process and the declaration of the results by a particular company (say Company B1), the student will be allowed to apply to another company (say Company B2) during this period. But in case he/she is selected in Company B1 as well as Company B2, he/she will not be allowed to apply again (except for Category A Companies).
- Only three chances will be given to the student to participate in Campus interview. If he / she is not reporting to the Placement committee in given time regarding any Placement at Campus level then he / she will be not allowed for any Placement at Campus. He / She will self-identify a job.

4.3 Eligibility and Registration for Campus Placement

- All full time registered final year students of all streams (all Specialization) of Channabasweshwar Pharmacy College (Degree) are eligible to participate in the recruitment process for placements through the Training and Placement (T&P) Cell of Channabasweshwar Pharmacy College (Degree).



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- All students eligible for on-campus jobs have to register themselves with T&P Cell.
- Students from earlier batches who are specially permitted as per Deferred Placement Policy will also be eligible to participate in the recruitment process.

4.4 Master RESUME Submission and Verification

- The eligible students are required to fill in the T&P Master RESUME / CV according to standard format given by T & P Cell of our institute before end of December every academic year and also upload their photograph in the space provided.
- It is expected that a student shall NOT add any ambiguous / wrong/ fraudulent/ misleading information in his/her resume.
- Resume checks will continue throughout the placement process. If, on verification, any discrepancies are found, the student would be de-barred from placements. This may also attract strict disciplinary action.

4.5 Applications Rule

- All applications to the companies are to be made only through online system [via email] of the Training and Placement Cell, of Channabasweshwar Pharmacy College (Degree). If a student does not apply on T&P website for a particular company, he/she will not be allowed to participate in the selection process of that company.
- A student can apply to a maximum of 05 companies before 31st December. He/She can apply to infinite number of companies post that. No withdrawal allowed is after the deadline.
- If any student falls below 80 % average attendance of his course curriculum of Final Semester in academic year, he/she will not be allowed to have infinite applications in the month of December (attendance is compulsory if you have applied/ pre-registered for any company).



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- All students are advised to check the company profile and background thoroughly of each company before applying any Campus Drive under T & P Cell of Channabasweshwar Pharmacy College (Degree). Kindly make informed decisions BEFORE applying to any company on campus. T&P would NOT be liable for any default from the company's end at any stage later. Once you apply to a company all rules as per student policy will apply.

4.6 Rules of Withdrawing an application

The student may withdraw his/her application from a company on campus drive during selection process subject to the following rules and regulations:

- The student can withdraw his/her application to a company ONLY if the last date of application to that particular company is NOT over. There can be no withdrawals done after this date.
- The student may withdraw from any or all companies without any limits, but only before the last date of application to company is concerned.
- The student may also reapply to a company that he/she had earlier withdrawn from, provided he/she has not exceeded his/her application quota & application deadline for the company is not over.
- Each withdrawal from a company (before the last date of application to the company) will increase his/her application quota by one.
- After the last date of application all rules and regulations (including absenteeism penalty) mentioned in the section 'SELECTION PROCESS' will be applicable.

4.7 Selection process

- One student is allowed to secure only one job if the gross package is more than 2.5 lakh per annum. If the gross amount offered is less than or equal to 2.5 lakh per annum, he/she is eligible



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to apply for a company whose gross amount is more than 2.5 lakh per annum. And therefore, after one secures a job with gross greater than 2.5 lakh per annum, one would be automatically deregistered from that day onwards.

- As more than one company would be visiting the campus, there may be a possibility that one student secures more than one job on the same day. Therefore, each eligible student will be required to fill up his/her individual preferences in advance **for each placement day**, ranking the companies he/she has applied to/ has been shortlisted on a particular day, in the descending order of his/her choice.
- These preferences shall be used in case the student gets selected in more than one company on the same placement day.
- In case a student gets selected in 2 or more companies on the same day, then the company ranked higher in the preference order of the student will be the one where the student would be finally considered placed.
- In case a student does not fill the preference order for a placement day, then the allotment will be done by the electronic system and he/she will NOT be allowed to continue to appear for the placement process of the other companies.
- It is therefore advised that one MUST register their preference.
- In case a company does not give its final selection list on the same day it visits the campus, then the students will be allowed to appear in other companies visiting on subsequent days till they finally get selected. However, if a student has already been selected by a company that came on the subsequent day & the company that deferred its decision also makes an offer to him/her later on, then:



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- In case more than one result of selected student(s) comes on the same day, then the student will be given an option to choose between company of the previous day and the company of the day.
- In case the result of the company (which deferred its selection process) gives its result on a day later than the day when the student was selected by another company, this late offer will be rejected and the company would be informed.

4.8 Acceptance of Offer Letter

- Selected students would get the message via e-mail or on the day of campus drive. After this stage the student would be required to accept the offer letter issued by the Company of Campus Drive through T & P Cell of college in presence of Principal, Channabasweshwar Pharmacy College (Degree) within 24 hours of declaration of the result. In case the offer is not accepted within 24 hours, the same would get communicated to the company through e-mail by T&P Cell. Whether one accepts or does not, one would not be allowed to participate further. It is advised that the students accept the offer immediately through the T&P Cell on the same day of Campus Drive.
- Students are advised not to sign offer letters under any company*s pressure before accepting it on the day of Campus Drive or after declaration of results of campus drive.

4.9 Off-Campus Application Rule

- Students found promoting or applying to companies identified as non-on-campus by Training and Placement cell, would be debarred from applying through T&P and may face strict disciplinary action.



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4.10 Student Conduct and Disciplinary Policy

- Students are expected to behave with the companies in a courteous manner and should not argue with the recruiters and maintain decorum even under provocation.
- No discussion with the recruiters regarding selections/selection process should be done.
- If there are any behavioral problems from the recruiter's side that students face, kindly inform the T&P Office immediately. Do NOT take action from your end.
- If there are any behavioral problems reported side against any student, appropriate disciplinary action will be initiated.

4.11 Absenteeism rules and policy:

- For absenteeism in any test, interview or any selection process which an applicant has to attend as part of a company's recruiting procedure the following minimum penal action would apply:
 - Absence of first time - Fine of Rs. 1000
 - Absence of second time - Fine of Rs. 2000
 - Absence of third time - Debarred from on-campus placement
- Re-registration requests will be entertained from 10 AM - 5 PM on working days only.
- Re-registration can take upto half a working day after receipt of the stamped payment voucher from the College. If you fall below 80 % average attendance of Final Semester in academic year you will not be allowed to have infinite applications in the month of December.
- A fine of Rs. 500 would be imposed on students who are absent in pre-registered placement events without Leave Application Form (LAF).
- In case of emergency, fill in the Leave Application form within working hours (10 AM - 5 PM) before the activity. You need to submit LAF in the T&P office yourself or send a representative on



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your behalf with his/her undertaking on the form. You can also drop an email / WhatsApp with the filled LAF at least 3 hours prior to the start of the activity. Relevant proof needs to be attached with LAF for missing the event which includes 'Medical Certificate' original copy.

- Please note: The LAF will not be counted as your attendance for the event. Attendance is counted ONLY when you are physically present.
- If for whatever reasons the student remains absent from any stage/round of selection process he/she would be immediately de-registered from T&P and would not be allowed to take part in the further placement processes till he/she gets himself/herself re-registered as described above.
- Students appearing for any tests/GD/presentation should be present atleast 10 minutes prior to the start of process. Any entry to the gate 5 minutes post the scheduled time would not be allowed. The candidate thus would be considered absent for that particular process. Any violation or forced entry after that time limit would be entitled to the above effects liable.
- No cell phones are allowed in a test. The process holds the same sanctity as any of the minor/major exams and the candidate will be debarred if found violating it.
- Impersonation in tests or any kind of malpractice is a serious offence. Seating in tests will be predefined by T&P, any violation will be considered as malpractice and the student is liable to be deregistered immediately and also will be referred to the concerned authorities for disciplinary action.
- A list of companies coming on-campus for recruitment is put up on the Institute's website in Section of T & P Cell News OR Via e-mail / WhatsApp messages or through vmedulife.
- Students must NOT apply to any of these companies off-campus, as under an accord of mutual understanding between the firms and student, companies would notify T&P whenever they receive



an off-campus application from any of Channabasweshwar Pharmacy College (Degree) students. In all such cases suitable action as per the institute rules would be initiated apart from the candidates being deregistered.

- Students are not allowed to share their personal contacts via any means with the companies coming on-campus. If asked to fill at any places, you should fill the contact details of T&P office, refer to the T&P notification site for details or contact T&P office in case of discrepancy before proceeding.
- Students are NOT allowed to appear in final selection process (test/GD/interview etc) of companies they have not applied to through the T&P system or have not been short listed in those companies. Students must refrain from contacting personnel of such companies when they are on- campus. Violation of this will attract deregistration and suitable disciplinary action. Only special cases allowed with prior approval of T&P.

4.12 General Advice

- Students must carry their I-cards at all times during interviews & screening tests. No one would be allowed to enter the test/interview venue without the I-card.
- The date/time/venue of the interviews will be subject to changes which, at times, may be at a short notice. Students must keep themselves well informed by visiting the T&P internal website or WhatsApp group.
- Be seated 10 minutes prior to the start of any activity to avoid delays.
- Students must carry a complete file with a few copies of the resume, original certificates (if possible) and copies thereof while appearing for the interviews.
- At the time of appearing for interviews, students MUST carry copies of the T&P resume only as was submitted to that company online & NO other resume.
- Discrepancies in resumes are not appreciated by companies and may become a cause for rejection.



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- Please be aware that some companies may use the attendance of candidate for short listing purposes if they so wish.
- All students are informed that any student aiding the blacklisted companies' off-campus or contacting them for internship or placement will be liable for strict disciplinary action as per institute norms.
- T&P is not liable for any visa related issues.
- No mobile phones are allowed in the interview area. Kindly refrain from carrying one into interview venues.
- **Dress Code*:** Semi-Formals Dress Code to be followed in normal working days and during

placement activities are given below:

- o Trousers (full pant)/ Jeans for Boys
- o Any formal attire/ Trousers (full pant)/ Jeans for Girls
- o Hair combed
- o Polished Shoes
- o **Flip flops (Bathroom/Rubber), Crocs etc NOT permitted.

5.0 REVISION DATE: Every three year according to Industrial requirements.



Principal
Channabasweshwar Pharmacy
College (Degree), Latur

