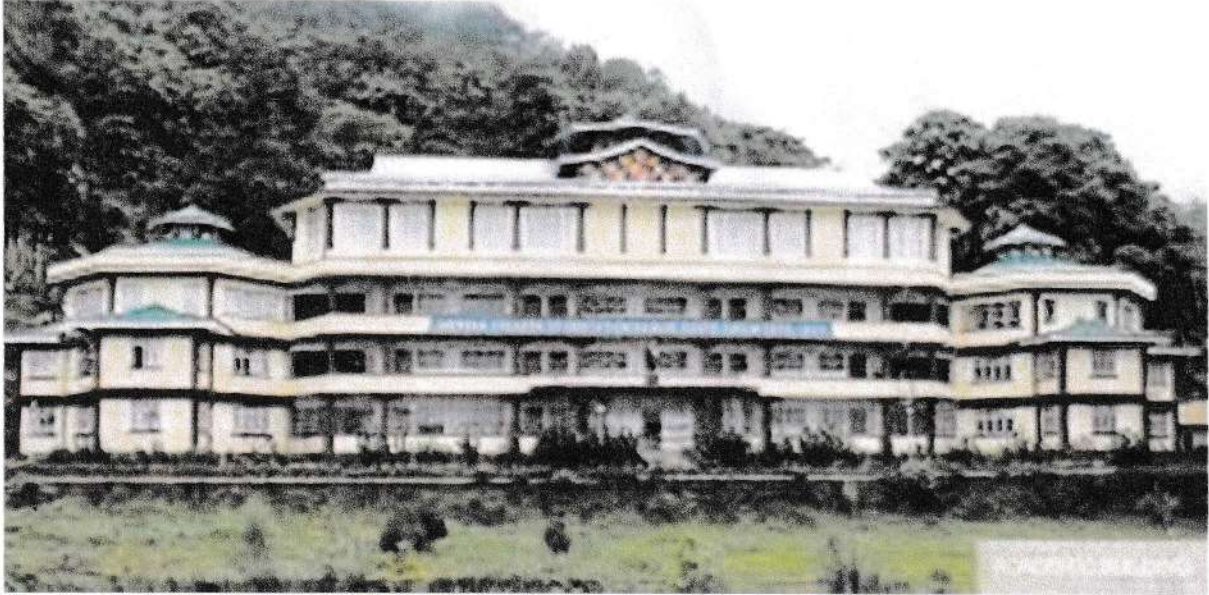


# Placement Policy 2023-24

## Loyola College of Education Namchi, Sikkim



### 1. Objective


The primary objective of the Placement Policy is to provide B.Ed. trainees at Loyola College of Education Namchi Sikkim, with ample opportunities to secure positions in reputable schools across the country. This policy outlines the procedures and guidelines for the placement activities during the academic year 2023-24.


### 2. Eligibility

- All final year B.Ed. trainees of Loyola College of Education are eligible to participate in the placement process.
- Students must maintain a minimum attendance of 85% in their courses.
- Students must have cleared all internal assessments and have no pending disciplinary actions.

### 3. Registration

- Interested students must register with the Placement Cell by completing the registration form and submitting necessary documents, including an updated resume and academic transcripts.
- Any applicable registration fees must be paid at the time of registration.

  
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Loyola College of Education

  
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- Students should adhere to the joining date and other conditions stipulated in the offer letter.

## 8. Withdrawal and Deferral

- Students who wish to withdraw from the placement process must submit a written request to the Placement Cell.
- Students may defer their placement process under special circumstances with prior approval from the Placement Cell.

## 9. Roles and Responsibilities

- **Placement Cell:** The Placement Cell is responsible for liaising with schools, organizing placement activities and facilitating the overall placement process.
- **Students:** Students must actively participate in placement activities, follow the guidelines, and provide accurate information to the Placement Cell.

## 10. Grievance Redressal


- Any grievances related to the placement process should be reported to the Placement Officer.
- The Placement Cell will address grievances in a timely and fair manner.


## 11. Confidentiality and Integrity

- All information regarding job offers and school details must be kept confidential.
- Students must uphold integrity and honesty throughout the placement process.

## 12. Amendments

- The Placement Cell reserves the right to modify any or all parts of this policy as deemed necessary.
- Any changes will be communicated to the students promptly.

  
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#### 4. Code of Conduct

- Students are required to attend all placement-related activities such as pre-placement talks, training sessions, and interviews punctually.
- Formal dress code must be adhered to during all placement activities.
- Students are expected to honour their commitments to attend interviews once they have confirmed their participation.

#### 5. Pre-Placement Training


- The Placement Cell will organize workshops and training sessions on resume writing, interview skills, group discussions and aptitude tests.
- Attendance at these training sessions is mandatory for students registered for placement.

#### 6. Placement Process

- **Vacancy Advertisements:** Schools from all over the country will share their vacancy advertisements with the Placement Cell.
- **Invitation:** Schools will invite eligible students to apply for the advertised positions.
- **Pre-Placement Talks (PPT):** Schools will conduct pre-placement talks to provide insights into job roles, work culture and career growth opportunities.
- **Application Process:** Interested students will apply to schools through the Placement Cell.
- **Shortlisting:** Schools will shortlist candidates based on their resumes and other criteria.
- **Placement Drive:** Schools will visit Loyola College of Education to conduct placement drives, including interviews and other selection processes.
- **Offers:** Schools will extend job offers to selected candidates through the Placement Cell.

#### 7. Job Offers

- A student can accept only one job offer. Once an offer is accepted, the student will be withdrawn from the placement process.
- Students must inform the Placement Cell immediately upon receiving an offer letter.

  
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**For any queries or assistance, students may contact the Placement Cell:**

**Placement Officer:**

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This policy aims to ensure a smooth and transparent placement process, facilitating successful career placements for all B.Ed. trainees at Loyola College of Education.

  
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**Loyola College of Education**  
**Namchi- 737126, South Sikkim**

  
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