

**GURU NANAK KHALSA COLLEGE FOR WOMEN,
MODEL TOWN, LUDHIANA**



COLLEGE PLACEMENT POLICY

Guru Nanak Khalsa College for Women, Gujarkhan Campus, Model Town, Ludhiana

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Disclaimer

Placement Policy is not a legal document. It has been prepared for the reference of teaching and non teaching staff regarding providing equal opportunities to students of the college. The college reserves the right to make changes in policy if required. Every effort has been made to avoid errors or omissions in the policy. If still any error or omission may have crept in , it will be corrected if brought to notice.

PLACEMENT CELL

Placement Cell of Guru Nanak Khalsa College for Women, Ludhiana is a professional body effortlessly working under the guidance of diligent and determined placement coordinators towards maximizing student welfare and to prepare students for their future careers. Placement Cell acts as an interface between the students and the recruiters and is responsible for placement of final year students, providing internship opportunities and career counseling to the students of all streams. The Cell also conducts various training programs, workshops, seminars and webinars by industry experts, and regularly takes up various initiatives to develop students' skills and impart knowledge and awareness in multiple areas. The Cell plans development strategies for not only the third years, but for every student of the institution by organizing informative sessions, wherein the students are enlightened on issues such as CV Vetting , how to work in a corporate environment, development of time management and problem solving skills, and facing interviews in the perfect manner. The Placement Cell contributes towards creating college-industry linkages and aims to help the college reach new heights by strengthening these interactions. Driven by an inexorable spirit to ensure overall welfare of the batch, the Cell has taken up numerous initiatives and other social media campaigns to develop and nurture mutually beneficial relationships with various stakeholders of the Cell. The cell offers following facilities to the students:

- Webinars
- Seminars
- Pre placement initiatives
- Workshops
- Skill Building Initiatives
- Off Campus Drives
- In-Campus Recruitments

General Guidelines and Code of Conduct

- The placement facility is available to all students registered with the cell to ensure that every student stands an equal chance to be placed by the cell.
- The students are guided through the whole process of placement including written test and various rounds of interviews.
- Depending upon the requirements of company, In-Campus and Off Campus drives are conducted.
- Any student against whom some warning letter/ show cause notice is issued will not be allowed to appear in Campus Recruitment Drive.
- Students appearing in placement drive will have to strictly adhere to given timings and follow formal dress code.
- If a student gets selected in a particular company and her joining is delayed for whatsoever reason, the placement cell or college is not responsible.
- In case any company withdraws offer letter at any time before joining of the candidate, placement cell or college authorities will not be responsible.
- While attending campus interview, every student must carry the following:
 1. College Identity card
 2. Updated Resume duly signed
 3. 4 passport size Photographs
 4. Self attested Identity Proof –(PAN card / Driving License / Aadhar card)
 5. Photocopies of previous classes marksheets/certificates
- Students are required to check the credentials and other details of the company before appearing for the interview.
- Any suggestions in respect of Placement Cell Policy are welcomed and can be considered in consultation with the principal.

- The placement Cell comprise of two student coordinators to ensure efficient working of the cell. They will be appointed annually by the coordinators of the placement cell.
- The coordinators of the placement cell in consultation with the principal reserves the right to take decision on the cases which fall beyond the purview of above rules.

Neetu Prakash
Dr. Neetu Prakash
Coordinator
Placement Cell

Coordinators Placement Cell
G.N. Kh. College for Women,
Model Town, LUDHIANA.

Maneeta Kahlon
Dr. Maneeta Kahlon
Principal
Principal
G.N. Kh. College for Women,
Model Town, LUDHIANA.

Nidhi Sharma
Dr. Nidhi Sharma
Coordinator
Placement Cell

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