



SADHANA EDUCATION SOCIETY'S
(Registered under society's act of 1860 & Bombay Public Trust Act 1950)
Linguistic (Gujarati) Minority

L. S. RAHEJA COLLEGE OF ARTS & COMMERCE

Estd : 1980
Relief Road, Santacruz (W), Mumbai - 400 054.
Tel.: 2660 9320 / 2661 4101 • E-mail : degree.office@lsraheja.org / principal@lsraheja.org
Website : www.lsraheja.org

STANDARD OPERATING PROCEDURE (SOP)

Pre Placement Training And Placement Cell

- Registration of the all final year students for campus placement activities with respective departmental placement coordinators.
- Sending campus placement invite to all companies for on-campus recruitment and follow-up there on with them.
- Confirmation of campus recruitment dates on mutually convenient days. Sending information to students as well as the concern placement coordinators about the schedule of the company visit and other details as shared by the company at least three days in advance.
- Execution of the on-campus recruitment process with the help of the students members of the Cell and departmental placement coordinators.
- Announcement of recruitment result to the concern participant students as well as to the concern departments once shared by the company and displaying the same on college notice boards.
- Confirmation of acceptance of the offer letter from the selected student and sending the acknowledgement to the concern company within two day from the announcement of the recruitment result.
- Necessary follow ups with selected students to submit the copies of the offer letter to the cell as well as to concern departmental placement coordinator.
- Receive applications from students selected for the internship and / or students interested for applying for internship and to issue them college covering letter.
- Collect a copy of the internship completion certificates as received by them from the Concern Company / organization.
- Organization of carrier guidance seminars for the students i.e. higher studies opportunities after UG, PG and preparation for the competitive examinations leading to these courses.
- Organization of mock campus placement drives to perform better in campus placement.


PRINCIPAL