



## Faculty of Law

The Maharaja Sayajirao University of Baroda  
(Accredited Grade A+ by NAAC)

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# PLACEMENT POLICY 2024-25

## CLAUSE 1

The Placement Cell, Faculty of Law, The Maharaja Sayajirao University of Baroda (hereafter referred to as The Placement Cell), only facilitates recruitment for the 5<sup>th</sup> year B.A.LL.B. (Hons.) and 3<sup>rd</sup> year LL.B. students.

## PART A: FOR THE RECRUITER

### CLAUSE 2

The Placement Cell, Faculty of Law, The Maharaja Sayajirao University of Baroda (hereafter referred to as The Placement Cell), is strictly a liaising body between recruiters and students. It is only a facilitator and not a guarantor of placement. It does not create a job opportunity, negotiate salary on behalf of the student, decide the date and/or time of an Entrance Test or Interview conducted by the recruiter, and/or have any influence or role in determining the outcome of the selection process. The student may not make any request to prepone/postpone the Test/Interview schedule.

### CLAUSE 3

The Placement Cell aids recruiters with undertaking the Placement Process remotely, as well as on-campus. The recruiter shall lay down its own rules and regulations pertaining to eligibility, selection procedure, etc.

To make an offer, recruiters are requested to send the following details regarding the position to [placement-law@msubaroda.ac.in](mailto:placement-law@msubaroda.ac.in):

<b>Name of Organisation/Recruiter</b>	
<b>Title/Position</b>	
<b>Role Description</b>	
<b>Eligibility Criteria</b>	
<b>Salary Range</b>	
<b>Number of Positions/Vacancies</b>	
<b>Contact Person</b>	
<b>Contact Details</b>	
<b>Any other Relevant Information</b>	

#### **CLAUSE 4**

The data of the student is confidential and recruiters shall route through the Placement Cell via the email id [placement-law@msubaroda.ac.in](mailto:placement-law@msubaroda.ac.in) to gain access to the same.

#### **CLAUSE 5**

The recruiter may shortlist candidates based on the student profiles in the Placement Brochure 2024-25, or extend the offer to all the students in the brochure.

The students are responsible for providing accurate and verifiable information in the Placement Brochure and Curriculum Vitae. The information provided in the Placement Brochure is correct to the best of the knowledge of the Placement Cell. However, the Placement Cell recommends the recruiter to undertake due verification at its end of information provided in the Placement Brochure and Curriculum Vitae, and any other relevant details (including all certificates, marksheets, and other relevant documents).

Any misrepresentation/ fraudulent information provided in the Student Profile or Curriculum Vitae (CV) would result in immediate removal of the concerned student from the Placement Brochure and immediate suspension of the student from further assistance/participation in the placement process.

## CLAUSE 6

The Placement Cell strongly encourages recruiters to offer feedback regarding misconduct of students to prevent disorderly or unprofessional conduct in the future.

## PART B: FOR THE STUDENT

### COMMUNICATION

## CLAUSE 7

The Placement Cell conducts all correspondence and communication with the student only via email, and it is the student's responsibility to regularly check and respond to email communication from the Placement Cell with requirements within the prescribed deadline. The Placement Cell will not make any follow-up calls to remind the student of the deadlines, or inform the student of the message and/or requirements detailed in the message.

If the student provides an incorrect, non-functional, or misspelt email id, and fails to receive communication from the Placement Cell due to such reasons, the Placement Cell is not liable to make any phone call or use any other medium to communicate the message to such a student.

## CLAUSE 8

Any communication regarding the placement process may be undertaken by the student via the email id [placement-law@msubaroda.ac.in](mailto:placement-law@msubaroda.ac.in). The student shall receive response to any query sent during working hours on working days, that is 10 am to 5 pm.

If a student wishes to contact a member of the Placement Cell in person, they may do so on working days between 10 am and 3 pm with prior appointment.

Any communication regarding Placement must be conducted by students only via email or in person. The Placement Cell strongly discourages use of WhatsApp messages or phone calls to any member of the Placement Cell.

**If a student misses an opportunity or communication because they tried to contact a member of the Placement Cell in person or on email outside working hours, and/or sent required information via email at the last minute or during late hours, the Placement Cell takes no responsibility for non-communication of such information to recruiter or any loss/disadvantage the student incurs because of the student's irresponsible and/or casual conduct.**

## **CLAUSE 9**

If the student contacts the recruiter directly or attempts to influence the recruiter indirectly regarding an employment opportunity the student has applied for and is currently under process without the permission and/or outside the knowledge of the Placement Cell, the student shall be debarred from participating in the ongoing recruitment process for that opportunity, as well as any subsequent recruitment opportunities offered via the Placement Cell.

## **ELIGIBILITY**

### **CLAUSE 10**

A student is eligible for the opportunities circulated by the Placement Cell only for a period of one academic year since graduating from the relevant programme of the Faculty of Law, or until the student is placed at an organisation, whichever is earlier.

### **CLAUSE 11**

Once a student receives an offer from a recruiter and joins the organisation, the placement for that student is considered complete, and the student shall no longer be eligible to apply to any other offers subsequently circulated by the Placement Cell.

## **DUTIES/OBLIGATIONS**

### **CLAUSE 12**

It shall be the duty of the student to verify if the recruiter is following employment related norms in line with minimum salary, working conditions, etc., as per applicable laws, and accept the offer accordingly.

### **CLAUSE 13**

If a student has received any kind of communication (official or unofficial) regarding the confirmation of a Placement offer from the recruiter, the student must inform the Placement Cell immediately. Failure to do so will result in disciplinary action against the student and potential debarring from the Placement Cell. Subsequently, such unprofessional conduct will also be reported to the prospective employer.

### **CLAUSE 14**

If a student is already employed at an organisation at the time of making applying to an offer, it is the responsibility of the student to declare the same to the Placement Cell and the recruiter.

## **CLAUSE 15**

On joining an organisation, the student is obliged to send a scanned copy of the original signed offer document or contract to the Placement Cell without fail. The recruiter is also requested to keep the Placement Cell informed about any candidates selected to aid record keeping, and also to ensure that such a candidate is removed from further participation in the Placement process.

## **CODE OF CONDUCT**

## **CLAUSE 16**

A student shall be removed and/or debarred from the campus placement process with no prior warning for any or all of the following reasons:

- (i) Failure to acknowledge and take action on email messages sent by Placement Cell and/or recruiter regarding the employment opportunity within the prescribed deadline;
- (ii) Failure to submit required information and/or documents within the prescribed deadline;
- (iii) Submitting misleading, fraudulent, or insufficient documents;
- (iv) Failure to report for the Entrance Test/Interview on the scheduled time without prior intimation;
- (v) Withdrawal from selection process within 24 hours prior to the Entrance Test/Interview;
- (vi) Withdrawal from the selection process after shortlisting of candidates;
- (vii) Refusal to/Withdrawal from/Absconding from joining an organisation after selection and/or acceptance of offer, citing objection to details and/or conditions already mentioned in the job profile/position details which the student had been aware of prior to applying;
- (viii) Any form of misconduct or unprofessional conduct with any member of the Placement Cell or the recruiter.
- (ix) Any misconduct or unprofessional conduct during or with regard to the recruitment process. Further, the prospective employer/recruiter shall be informed of such conduct as an honest disclosure.

### **CLAUSE 17**

If any form of misconduct or unprofessional conduct during the recruitment process on the part of the student is reported by the recruiter to the Placement Cell, such a student shall be immediately debarred from the Placement process.

## **PART C: GENERAL**

### **CLAUSE 18**

If, during any recruitment process, any student faces an unwanted incident (including harassment of any kind) or any other unethical experience, such a student must report the same immediately to the Placement Cell with any proof they have. The Cell will take immediate action pertaining to the same.

### **CLAUSE 19**

The Faculty of Law, The Maharaja Sayajirao University of Baroda, reserves the right to modify rules pertaining to placement from time to time.

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