

Placement Cell
Gargi College, University of Delhi

CODE OF CONDUCT

1. Introduction

The following constitutes the Code of Conduct for Placement Cell of Gargi College, University of Delhi.

1.1. Placement Cell is a professional body working towards maximizing student welfare in Gargi College, University of Delhi. As such Placement Cell agrees to adhere to the rules and regulations of the college.

1.2. Placement Cell aims to equip the students of the college with relevant employability skills and guiding them towards a bright future and career all around the world, with the values of – Sincerity, Hard Work and Justice.

1.3. This Code of Conduct shall apply to all the student members of Placement Cell.

2. Conduct of Members

2.1. Members of Placement Cell shall conduct themselves in accordance with the provisions of Placement Cell's Code of Conduct at any and all times that they are

- a) active in the course of or in connection with any activities publicised or conducted under the name of Placement Cell, Gargi College
- b) utilising any equipment which is the property of Placement Cell and Gargi College for any activity

and shall at all times conduct themselves in such a way as not to bring into disrepute the names of Placement Cell and Gargi College.

2.2. Members of Placement Cell shall always maintain the confidentiality of the information shared by the following:

- a) The College Administration:
All the details shared by the college administration to make reports or for any other internal purpose will remain confidential. If the information is to be shared with a third party, then the college authority will be informed at the time of data collection.
- b) The recruiting companies and organisations collaborating with Placement Cell:
All the details shared by the company if not to be shared with the focus audience will remain confidential. This includes the contact numbers and personal information of the POC or HR involved.
- c) The students:
All details shared by the students as part of their registration for various activities like webinars, recruitments and internships will not be disclosed to a third party

other than the firm offering the opportunity. This includes contact numbers, email IDs and college roll numbers of the students.

2.3. Members of Placement Cell shall also maintain the confidentiality of the following information:

a) The internal information of Placement Cell:

- I. Under no circumstances are the members of Placement Cell permitted to share the internal information of Placement Cell with a foreign organisation. In case of utmost need, members are only permitted to share the basic data which includes the name of the organisation, average salary, median salary, total number of selects and profiles.
- II. Sharing of internal information through indirect means including social media handles, reports and posters are also strictly prohibited.

b) Extensive personal information of the members:

Placement Cell considers personal information as confidential. All the members of Placement Cell are forbidden to use personal data informally, while engaging with foreign organisations, this includes sharing personal mail ID etc.

2.4. All actions that do not abide by the above said criteria will be considered as the breach of Placement Cell's data confidentiality policy.

3. Declaration

The members of Placement Cell shall agree to uphold and deliver the terms in principles of this document.

Signature

Name

Post