

Placement Policy

The placement department is a bridge between the industry and the student. ISMS has a placement process which is supervised by the Training and Placement Head. The process is streamlined as per the convenience of the student and the recruiter. Every care is taken to make the students aware of what the industry would expect from them and how they are supposed to groom themselves to cater the needs of the industry.

Placement Objective: -

- Professional standardization of CV of all students & build it up as a first showcase of student's overall attainments.
- 100% placement assistance to students who register for placement & aspire for corporate career commensurate with personal competencies subject to their eligibility.
- To provide sufficient exposure, training & generate interest among students for Entrepreneurship.
- To maintain the quality standards of the jobs offered.

Eligibility Criteria for Placements

Students falling under below mentioned categories are not permitted to apply for placement support.

- Students with backlog in the 1st year which has not been cleared.
- Students involved in disciplinary action.
- Fees are overdue.
- Students that are put on 'Placement Hold' or 'Placement Debar' provision for a specific period.
- As soon as names of short listed students are received from companies, an email will be sent indicating Date-Time-Venue for the next event in that selection process. Students will take action accordingly along with the student team will devise a method to inform short listed students through other means, if possible. However, the responsibility of checking emails will be that of the students. If students do not participate in the process

without obtaining prior sanction from Head Placement or Director, they may invite 'Placement Debar' provision.

Salary Package:

It is not feasible and advisable for placement office to fix, dictate, negotiate or bargain for compensation packages on student's behalf. However, wherever & whenever possible, placement office will endeavor to get salary indication from the recruiter. As and when available, it will be communicated. Head Placement will in general try and maximize the benefit for students according to the situation and credential of the students. If salary package is not disclosed by the company the students are encouraged to discuss about it preferably at PPT stage. If package is not acceptable or not disclosed by the company the student may withdraw from further process without inviting debar provisions by informing to the placement section immediately after PPT. In doing so, they understand that in future, they would be eligible for a company offering a package higher than the one refused.

Selection Process:

Depending upon the process followed by the company, one or more of the following selection test will take place, either at company venue or campus:

a) PPT- Pre-Placement Talk; (b) Written English/Online Aptitude Test; (c) Profiling / Psychometric test; (d) Extempore, Verbal Speech / Presentation test; (e) Formal Spoken presentation on a given topic; (f) Group Discussion; (g) Personal Interviews (PI) – one or multiple rounds. Information is sent by mail from the Student Coordinator and further communicated if feasible by the student team. Student will ensure that they are present with necessary documents (as mentioned in the notice sent through email), in prescribed dress code (when not prescribed, uniform will be worn) and 15 minutes prior to the specified time. Students are expected to finish their refreshments and personal requirements and be available at the venue properly turned out. Students not adhering to dress code are liable to be penalized as per rules.

Placement Rules & Regulations: -

1. 80% attendance in academics is a must for the students seeking placement assistance by the Institute.
2. Students must carry their institute student ID at all times and wear uniforms as directed for placement activities.
3. Students must adhere to all by-laws, rules, regulations, policies and procedures of the placement department including any dress codes given from time to time;
4. Maintain a level of conduct appropriate to a student in a professional setting and in accordance with the Institute's Code of Conduct;
5. Maintain an appropriate level of confidentiality regarding any placement information if advised by placement cell;
6. Inform the placement department of any absences from the placement;
7. Complete and/or provide any required documentation relating to absence from the placement, for example, Doctor's certificate in case of health-related issues;
8. Advise the placement staff immediately of any incident or concern regarding their safety and well-being during the placement.
9. The students take responsibility to regularly update their profile and CV in Placement Department within the given deadline.
10. The student should inform TPO department if they have earlier applied for the same company or trying for an opportunity on their own.
11. All the placement related information (including job profile, company profile, package details) will be shared with the students only through e-mail. Interested students can apply for a particular job only through Placement Cell
12. The students are also advised to keep their mobile numbers, email IDs same during the entire placement process & in case of an emergency update the same in Placements, academics, admissions, examination etc. in order to get timely communication.

13. If a student receives more than one job in one slot, he/she has to choose one of the jobs by the end of the slot or receives an offer on his own, then preference has to be given to the job from the placement cell.
14. There is **no restriction** on applying/appearing in interviews **until the first job** is secured. However, a review is taken after 3-5 opportunities on reasons for not getting selected. A student will be considered to have secured a job if his/her name appears in the selection list or an appointment letter is received in the TPO.
15. Students must keep their **Identity Card** with them at the time of PPT/Test/Group Discussion/Interviews and produce the same when asked by the visiting team, TPO staff or their representatives.
16. The student may like to give their three sector preferences before the start of placement process to the T&P department. However, a job cannot be guaranteed as per their choice as it depends on availability during the period & not in TPO/institute control.
17. Students are advised to keep sufficient copies of resume, passport size photos, etc ready so as to submit it as per the requirement of company. No requests for taking the printouts of resumes from the T&P department will be entertained.

Students shall-

18. Keep record of organizations and positions for which they apply.
19. Keep notes on the job details announced. These are useful at the time of interview.
20. Prepare completely for attending the various Written/Online Tests, Group Discussions and Interviews, particularly in respect of the specific company for which they are appearing. The institute would provide assistance if required by a particular student.
21. Study the website of the company/industry & their competitors.
22. Students shall not, at the time of interview, negotiate with the employer about salary and terms different from what is announced earlier, unless the announcement specifies that the salary is negotiable. That too should be done at the time of final HR round.

Etiquettes to be followed by the students

23. While attending interviews, students must be punctual and come in Uniform only unless informed otherwise.

Men : Men should wear a well-tailored uniform as prescribed by the institute. Socks need to be a dark solid or a small pattern. Shoes need to be in leather (Black or Brown).

Women : Women should wear a well-tailored uniform as prescribed by the institute. Wear low to medium leather, heeled shoes. Never wear open toe shoes.

1. A notebook to take notes or jot down information is a must at all times.

2. Many students like using a portfolio notebook that includes a notepad, penholder, file pocket and passport size photograph.

3. A good pen or pencil

4. At least one copy of your resume and list of your references.

The students must observe and adhere to all codes of conduct rules specified by T&P. While answering questions in the interview, students should observe decorum. They should abstain from making any kind of derogatory remarks about others.

The impact of the behavior exhibited by the interviewees has at times reduced the opportunities available to future batches of students. Irresponsible behavior, such as efforts to "market" oneself, derogatory remarks about other candidates or the university, negotiations other than those purported under the due process, will be viewed seriously. Such students may be denied further Placement assistance.

Keeping the company's convenience in view, selection processes may take place in any city/town in the states. The students may be required to travel and attend the same.

The T&P shall pass on the information received from the organization to the concerned students. The students are expected to make their own travel and other arrangements.

It is compulsory for every student who has applied for a particular company, to attend the Pre-Placement Talk (PPT) of that company. If a student does not attend two consecutive PPTs, he/she will not be allowed to apply till further clearance from the Director.

Withdrawal Procedure

Any student who has applied for a particular company can withdraw from the company after the Pre-Placement Talk after giving valid, acceptable reasons.

Once the selection procedure has started, students cannot withdraw at any stage, unless they have a final offer from another organization during the period of registration and interview process. It is presumed that students would apply for a position after careful consideration of all the relevant aspects. If a student does not appear for interview after giving the nomination and confirmation after PPT, he/she is deemed to have withdrawn. Multiple such occurrences are viewed as indiscipline.

Only in very exceptional circumstances, shall a student be permitted to withdraw from the selection procedure of attending preliminary interview if shortlisted by the organization at any stage, i.e. if-

- He/she explains in writing to the Director -T&P full reasons for and the unusual circumstances that need his/her withdrawal, and that the Director -T&P accepts these as truly exceptional and legitimate grounds for withdrawal.
- The Director -T&P is of the view that the interviewing organization would not feel offended.
- It might be necessary for the student to meet personally the organization's executive and explain the reasons why he/she does not wish to be considered further by the organization. The same will be routed through the T&P. Subject to permission as above, a student can withdraw a maximum two times from the selection processes provided by the Institute. The moment he/she refuses to sit for the interview for the third time, he will be out of the Placement Process. The students should not negotiate about the package/salary from the company unless specified in the Job Post. All the negotiations regarding the package and profile are done by the Placement Department, if required.

Job Offers

- A student shall be allowed to go through the selection processes, based on specified criteria, till he/she secures a job offer.
- Students shall not request any organization to keep an offer pending. Any such request shall be considered as a serious breach of the placement norms.
- They shall also not request their future employers to allow extension of deadline for communication of their decision regarding offers made by an organization. Such a job offer shall be treated as a final offer and the student shall not be eligible for placement assistance, thereafter.
- All offers of a particular company shall be announced at the end of the selection process of that company. All offers shall be routed through the T&P only.
- Each student will get opportunity to apply for maximum five companies in the Phase-I and after completion of the Phase i.e. all students get placed students they can be considered for additional opportunities from the institute.
- An additional offer is considered for those having secured an offer already if there is a substantial difference in the package.

Conclusion

- T&P shall aim to provide placement assistance for all graduating students. Placement is a privilege extended to the students & is not a right.
- These guidelines are framed to ensure equality and fairness of opportunity to all the students. All students who opt for placement through the T&P shall abide by the guidelines prescribed herein above.
- Any breach of rules specified above by any student, shall be taken up seriously by the T&P who in turn will view the matter and take action against the student, as it may deem fit.
- Students shall not try to gain unauthorized access to communications regarding placements from the University's administrative system like the T&P Office, Dispatch and.

- If, in the judgment of the T&P, a student has behaved in a manner unbecoming of a graduate of the university, the T&P would be free to impose a suitable penalty to the extent of withdrawing further placement assistance to the concerned student and taking other action as necessary.
- The Director reserves the right of modifying any or all of the above norms and/or stipulating additional norms for placement which, in its judgment and discretion, are likely to benefit the students, immediately or in the future.
- Final authority in case of any dispute would be the Director and his decision will be final.
- The Institute will make every endeavor to invite as many companies as possible for campus placement. Students must be however prepared to go to the company's office or selection venue for any part or the complete selection process as required by the recruiting company
- Attendance in pre-placement talks, personality development and preparatory classes (including mock interviews) is compulsory for all the eligible students
- The Training and Placement (T&P) Department of the Institute will provide only three job offer to each student, after which s/he will cease to be on the list of eligible candidates for placement. Failure to accept the first offer will mean and imply that the institute will no longer be extending its placement support to such a student and s/he will be required to arrange for final and / or summer placement on his / her own
- The T&P Department will notify through group mail all recruitment requests received from the companies with as much of details as made available. Applications will be invited from interested and eligible (as per the criteria, if any, specified by the recruiting company) students. It is the duty of every student to regularly see the Group mail/Placement Notice Board and comply with the announced datelines. No late applications / requests will be entertained
- The decision to apply or not (only with a valid, acceptable reason) by eligible students will purely be their own. However, if any eligible student decides not to apply to three

consecutive companies, s/he will disqualify himself / herself from the placement support of the Institute.

- In case of a large response to a recruitment opportunity either exceeding the maximum number of applications required by the recruiter or deemed fit by the T&P Department, selection of number of resumes to be sent will be based on CGPA, Employability Assessment rating / grade, attendance in pre-placement talks and personality development & preparatory classes (including mock interviews), and / or any other criteria decided by the T&P Department. The decision of the T&P Department will be final and binding on all the students
- It will be mandatory for all short-listed students to appear for the selection process / interview. Any withdrawal / no-show will debar the student from placement assistance of the Institute.

Once the candidate short list is published, students will attend the next event, whether PPT, GD or PI or any other. Absent students will be debarred from further placement support. The student will be permitted to withdraw from the process by indicating in writing giving reasons of his / her unwillingness to go through the next phase of the process. If that be the final interview, and student want to withdraw due to salary package, working condition, career progression, etc, that has come to his / her notice during last phase only, then he / she will have to complete the final interview, but indicate unwillingness to the recruiter in writing with copy to placement cell stating the reasons clearly. Head Placement must be informed well in advance. If the procedure is not followed, students will attract the debar provision. Once the offer letter from the recruiter is received, and the student has not expressed his/her reservations a-priori, he/she will be removed from the placement list as 'already placed'. However, he/she may appeal to Director in writing through Head Placement. This provision is in interest of all students to avoid wasting of available vacancies and maintain good relationship with the companies.

Students must adhere to norms of discipline and personal conduct during their interactions with Company officials and their conduct at company offices. Any misbehavior / indiscretion will attract disciplinary action which may result in permanent debar from placement process.

Post –Selection:

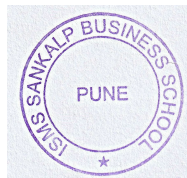
21. Following contingencies may occur:

1. The company may want the selected candidate to complete entire MBA course before joining. That would be the best alternative and supported by the institute in the interest of the company and the student. Students will take full advantage and complete the course in full earnest.
2. It is mandatory for the student to work at least 6 months with recruiter to maintain the relationship of the institute and industry.


Early placement is permitted after midterm examination of the Sem III. It is mandatory for students placed early to appear in Term End exams in order to qualify for award of Degree.

Change in Placement Rules

Placement Policy is subject to change & Institute has authority and right to change, add, delete, or modify these rules from time to time based on the inputs, feedback and experience. Changes in policy, if any, will be communicated to all concerned and students at the earliest. In such a case new rules will be published through notice board as well as through email and come in to vogue as per the time specified in the notice.



For ISMS SANKALP BUSINESS SCHOOL


Director / Incharge