



---

**Shri. Hitendra V.Thakur**

President

**Ms. Aparna P. Thakur**

Secretary

**Dr. Hiresh Luhar**

Director

---

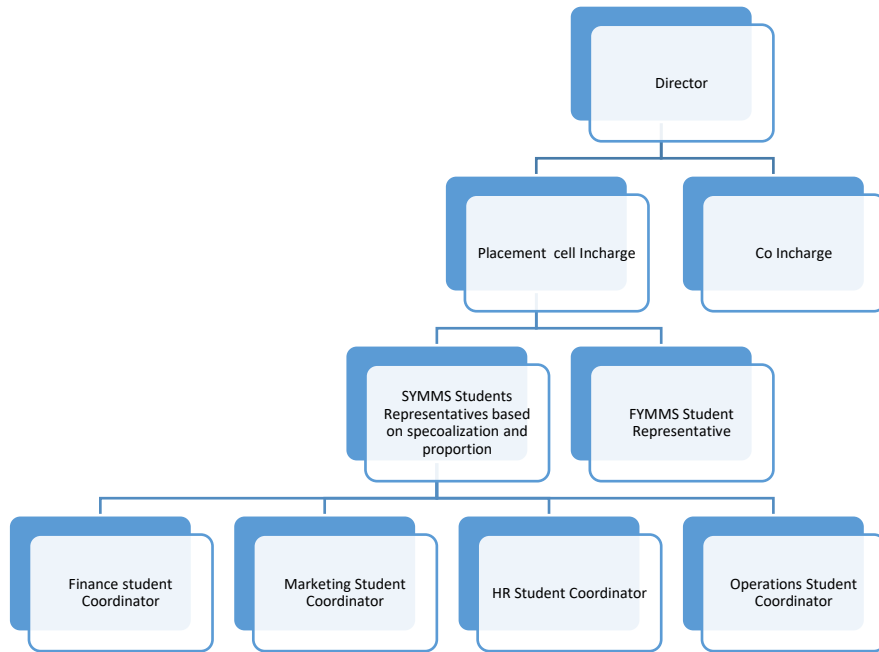
## **Placement Policy**

### **Aim and Objective:**

The aim of the placement policy is to define and communicate the overall placement process and the placement committee structure. The policy defines the roles & responsibilities of the teams working on this process of placement. With this policy document the Institute will ensure that the overall placement process will be smooth and maximum number of students will get the benefit of campus placement.

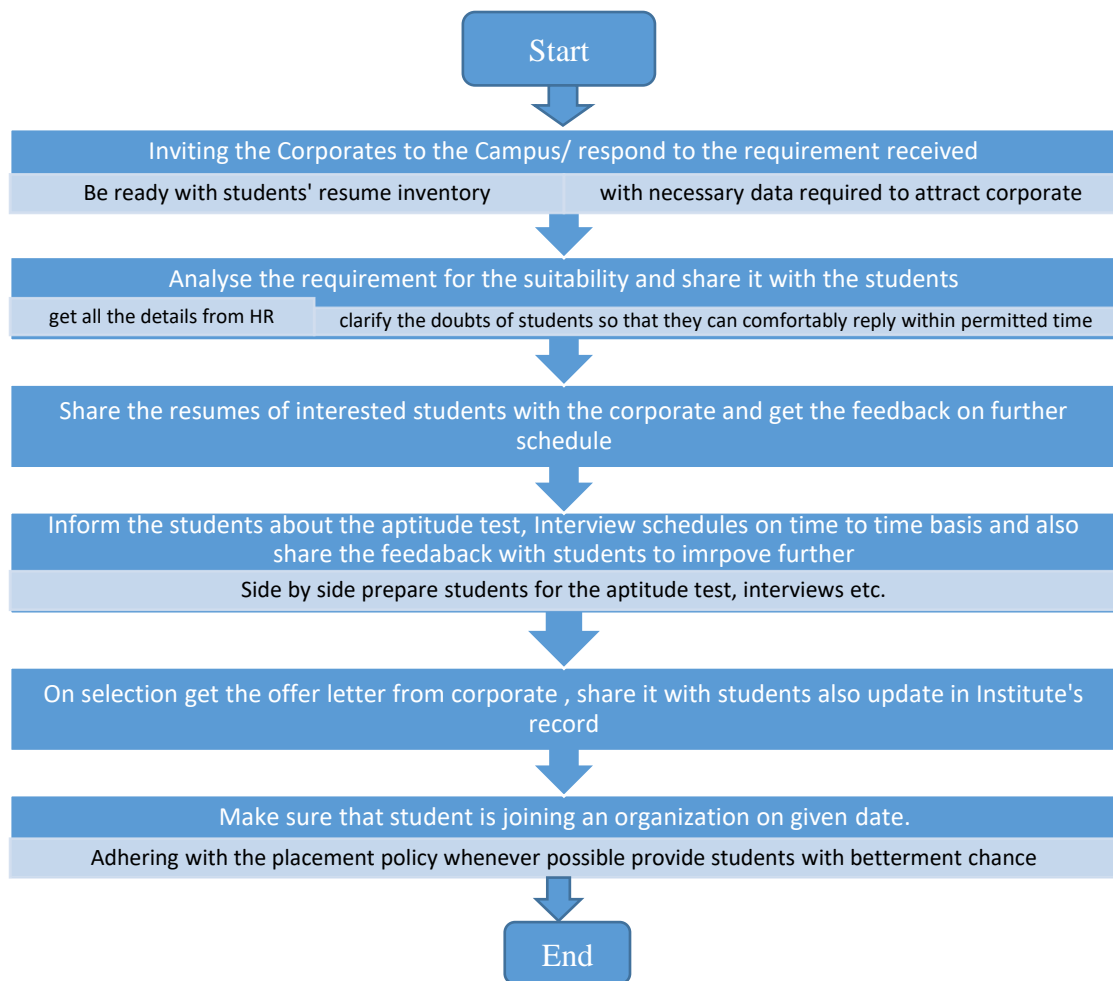
### **Relating to Placement Cell/Committee:**

1. The role of placement cell is to facilitate for placement related activities. The Institute does not guarantee a job but provide 100% job assistance to the students.
2. This will ensure that every student will get equal job opportunities without any bias.
3. At the commencement of each academic year, the Institute will constitute a Placement Committee consisting of representatives from students and faculty members to be nominated by the director of the Institute.
4. Structure of placement committee:



**Placement Process:**

The placement process will be carried out in following manner.



**Eligibility:**

The Institute would facilitate final placement of its students undergoing MMS programme and fulfilling the below mentioned criteria:

- Successfully completed the semester examinations/course with no backlogs.
- Satisfactory conduct with no disciplinary action throughout the program.
- All the requisite fee has been paid to the University.
- Good attendance record in their courses and has good participation in placement activities (Guest Lectures/ Seminars/ Conferences/ Industry Visits etc).

**Placement Rules and Regulations:**

Here the Institute would like to bring in notice rules and regulations related to placement process.

1. The Institute will share the suitable requirements with the students and as per specialization and interest, students will give the names or apply through the link provided.
2. It is mandatory for the students to register to participate in the placement process of the company.
3. It is mandatory for everyone to follow the mentioned timeline for successful application and also to adhere with the interview schedule.
4. Unplaced students will be given first priority.
5. Once the student is placed he/ she will be given a betterment chance whenever possible.
6. Placed students will be permitted to attend placement drives in other companies regardless of amount of package and domain of the company, only when 70% students in their respective branches are placed.
7. The students will appoint student placement coordinators according to specializations who will be the point of contact for other students and placement cell.
8. The student placement coordinators will be selected through fair and transparent practices.
9. Every student has to submit their all required details and the resume in the format prescribed by the Institute on time.
10. It is mandatory for students to follow the instructions in timely manner as sometimes quick processing is demanded in case of urgent requirement.

11. If any student, receiving any communication directly from the organization should report to the placement cell for further smooth follow up and updates within timeframe.
12. Once the students are placed in a company, they have to submit the photocopy of the offer letter with the placement cell for future reference.
13. All post job-offer communication between student and company should be channelized through the placement cell.
14. Placement committee cannot/will not personally recommend to HR of any company for a job offer or placement. It fully lies on the capability of students to crack the selection process.
15. The students who does not need placement assistance from Institute should accordingly communicate the same in written to the placement cell.
16. The Institute will not entertain any opportunity below the package of 3 Lacs per annum which will be revised every year with respect to the current scenario at that time.
17. In case of any challenging profile but paying less than 3 LPA, based on students' interest placement will be given, considering the student available for the future opportunities to improve the package.
18. On placement of all the students they will be given second chance to improve the package.
19. Incase of students observed not applying consecutively for five opportunities / not attending the interviews, then it may validly imply that the student is not interested in pursuing the placement assistance process, the institute will have all the rights to debar the students from placement process after analyzing the situations.
20. Any kind of misbehavior/ misconduct, non-maintenance of decorum will be taken seriously and if proven, the student will be debarred from future campus placements/blacklisted.
21. Dress code - students must be formally dressed whenever they participate in any sort of interaction with a company. Minimum formal clothes for men includes formal shirt and trousers with tie, and leather shoes. Minimum formal clothes for women include either a pair of Salwar-Kameez (no binge) or formal shirt and trousers with neck tie.
22. Students should maintain discipline and decorum in every activity during the placement process.

\*Note

- It is mandatory for all eligible students (including those who have already secured placements) to participate in 'on-campus' recruitment drives.
- Once students have given the name for the interview and if they are not attending the interview, they will be blacklisted from attending the rest of the companies
- If market situation and job scenario necessitate a revision in the Placement Policy, it will be done in a manner so as to maximize the benefit to the student community as a whole, which is at the discretion of the Institute officials. The changes made, if any, at a later stage will be notified to all concerned.

Annexure

- I. Placement details form
- II. Opted out form