



# Fr. C. Rodrigues Institute of Management Studies

## From the Placement Desk.

*While the college endeavors to help the students in their Final Placement, a lot of discipline & understanding is expected from the students so that the exercise and its implementation do not in any way adversely affect the image of the college or its students. Also, every student should realize that college is equally concerned about placements of each and every student of a batch & hence, any action by the student which is detrimental to the opportunities otherwise available to his/her colleagues shall never be permitted.*

*The role of a Training & Placement Officer is that of a facilitator and counsellor.*

Hence the following ground rules are framed as Placement Policy

## **PLACEMENT POLICY**

- 1) The Placement Co-ordinator (PC) will notify enquires by companies, with as much as details as possible to the students.
- 2) Students shall submit their resumes to the PC who will forward the same to the company.
- 3) Dress code is strictly formals for all interviews. There are some companies who have strict grooming a dress code policy. So if students are required to be dressed in a specific manner they will be informed by the PC.
- 4) Students are requested to report to the venue for interviews 15 mins before the reporting time.



## Fr. C. Rodrigues Institute of Management Studies

- 5) Prior to the preliminary interview the PC will try to provide the following information which shall be emailed to the students –
  - CTC
  - Job Profile
  - Relocation, if required
  - Service Agreement ( Bond)
- 6) In case the information is provided by the company after application – the student may withdraw the application from attending the preliminary round of interview provided he/she has informed the PC, in advance in writing.
- 7) In case the student is unable to attend an interview that has already been scheduled, due to illness / genuine reason, he/ she will have to inform the PC well in advance about the same.

**However, if there are repeat instances of not attending the interview, the student may be barred from final placement which shall be dealt with on a case-to-case basis.**

- 8) It has been observed that the students apply for job opportunities without reading the complete mail / attachment / and without getting clarity about the profile from their respective faculty and afterwards approaching the PC to withdraw their name. By then the PC has already sent the details to the company and withdrawing a candidature due to the student's negligence creates a bad impression about the institute. Any such withdrawal from the student will keep the concerned student out of the placement process henceforth.
- 9) There are times when students apply for openings only to get an experience or exposure of the various selection methods. This not only impacts those students who are genuinely interested in the role, but also creates a negative impression about the B School. The B School for whatsoever reason shall not accept this behavior and the student will be directly be barred of the placement process.
- 10) It has been observed that students do not apply for a long time for different opportunities that are offered by the campus. In such cases, students with 0 applications will be deemed to be placed.



## Fr. C. Rodrigues Institute of Management Studies

11)With reference to point number 10, if there is any written / email complaint from a company, that the student was disinterested in the interview or profile, that student will be barred from further placement process.

12)The PC will notify short listed candidates for final interviews. Any candidate short listed for the final interview, who does not attend the final interview – will be out of the placement exercise.

13)Any candidate who has been offered a job shall accept the same within 24-48 hrs (according to the deadline given by the company)

14)Selected candidates whether or not they accept the offer will be out of placement process. The policy is one offer per student.

15)The students have to mandatorily give the PC the feedback on the status of the interviews attended by them in order to follow up with the companies further

16)The PC should be kept aware of any new parallel follow up done by the students so that the same companies are not duplicated by the PC.

17)For the larger benefit of all the students, any student who has secured a **job directly** should report the same to the PC and submit the appointment letter to the PC for college records.

18)Students who are opting for further studies post MMS, entrepreneurship, family business etc need to send an email about the same.

19)The college is not responsible for getting improved offers to any student, who has accepted the package offered.

20)The placement efforts of the college for the Final Year students shall cease case on the 31<sup>st</sup> July of the 4<sup>th</sup> semester.

21)Every student once placed in any job is requested to be in constant touch with the PC for any opportunities that may come up for other colleagues through his/her contacts.

**For Further Clarification kindly contact Ms. Neeta Keswani – Asst. Prof & TPO**