

Jaipuria Institute of Management, Ghaziabad

PLACEMENT RULES - BATCH 2017-19

JIM stands committed to assist all MBA students in getting placed in reputed organizations. In order to offer fair placement opportunities to all its students and to provide professional services to industry, the Corporate Resource Center (CRC) in consultation with student Placement Committee, has formulated placement rules that would be applicable to all MBA students seeking placement assistance.

1. Eligibility

- All the students are eligible to apply for all the jobs unless any specific eligibility criterion is mentioned by the recruiting company.
- Minimum of 75 % of attendance in classes is mandatory to be eligible for placements.
- Student's should not have been debarred from placements due to any disciplinary / defaulter or any other behavioral issues in the past.
- To be eligible for the placements students need to attend activities such as mock interview / GD /PI and other skill based assessments. These are being conducted for assessing and providing feedback on improving their employability skills. These sessions are mandatory to attend and attendance is compulsory.
- All students should have completed all session of language Lab/ professional communication before the start of the campus recruitment process.
- Completion of SIP and a certificate from the organization is mandatory to be eligible for placements.
- As a policy, all students would be given a limited options depending upon the no of companies visiting campus to appear for the campus interview. CRC would be disclosing all the required details about the organization for the students to apply.
- All sessions (guest lectures, seminars, workshops, industrial visits etc.) are an important part of the curriculum. They are in fact extension of your class room learning and have a direct bearing on the placements. The attendance in these sessions would be monitored and students who fail to attend this session may be forced to avail lesser options than others.
- CRC is a facilitator and shall assist the students in final placement activities. It however does not guarantee jobs / placements. Applying for a company or joining it, is solely the responsibility and decision of the students.
- In order to provide fair and equal placement opportunities to all students, there are restrictions on the number of organizations to which a student may apply upto his/her first selection as per the eligibility. Students will have an option to decide which profile and company to apply for as per their choice. In case the student is found to be defaulting the process/ consecutively not been able to clear the selection process, the students would be refrained from applying for the job opportunities.

2. Application Procedure:

- Placement Cell shall invite CVs only once to create a database of resume, which would be used as a base to be mailed to the corporate as and when required.
- Students should submit their resumes within the 'Prescribed Time Limit' and 'Prescribed Format' only.
- Students have to ensure that the information provided by them such as telephone no, e-mail id, and correspondence address is updated & Correct. It is the responsibility of the student to ensure that the personal and professional information available with the CRC records is regularly updated.
In case of any discrepancy or amendments in resume, students must inform the CRC by submitting a hard copy of amended resume and a soft copy to the department.
It is the responsibility of the students to ensure timely submission of latest photographs, updated resume in standard format (provided by CRC / available on the blog), certificates, mark sheets and testimonials, whenever required.
- Students will be informed about the job openings through the group mail and notice to apply or nominate their names toward the job postings, to officials of the CRC team against each notification.
- CRC will e-mail & forward the profile/resume of interested students to the concerned companies (which are already notified to the students).

3. Shortlisting:

- Companies will do shortlisting of students on the basis of information supplied to them by the students/placement cell.
- On receipt of a job offer from the company by the institute, the shortlisting of students by the CRC would be done considering the following factors:
- Student's academic Record.(10th ,12, Graduation & MBA)
- Area of Major specialization
- Participation in Pre- Placement activities
- Interest of the student in the job offer.

4. Interview Procedure:

- Students are advised to keep a placement file ready with them containing 5-6 copies of all the documents (certificates, mark sheets and testimonials,). You are required to carry this file along with the Identity card at the time of GD / PI / aptitude test for placements.
- Students are required to regularly check the group mail and notice board for any latest communication and must respond to it within the stipulated time period.
- While applying in response to a job notice, the students are required to submit ONLY their Names & Enrollment Numbers and not their detailed CV which we already have in our records.
- However, if there is any specific requirement from the organization, CRC may ask for individual CVs from the students.
- Any students who has received Pre-placement offers from the firms (during their summer internship / off campus interviews), should intimate the same to CRC within a week of receiving offer letter from CRC.
- Students are required to attend presentation and seek clarification from the representatives about the job profile, salary packages, etc. in a dignified manner
- Students shall not, at the time of interview, negotiate with the employer about salary, posting, and any other terms different from what is announced during the pre placement talk or before commencement of the process of placement by the company concerned.
- Communication with the organization which are visiting the campus shall be strictly through CRC only. Direct communication with these organizations is not encouraged. Status of acceptance /rejection of pre-placement offer should be intimated to the organization through CRC, within the stipulated time period.
- CRC does not encourage students to apply for off campus placement in firms that visit JIM for on campus placement, as it might affect the Institute relationships. Students are advised to give list of companies (along with name / phone numbers of contact person) to the CRC for sending them invitation, formally for campus placements.
- Irresponsible behavior, such as derogatory remarks about other candidates or the institute, negotiations other than those purported under the due process, will be seriously viewed. Such students may be denied further assistance for placement.
- Students should follow deadlines mentioned on the Notices for submission of names for appearing in placement process of specific organizations. Delayed response would not be accepted. Once the final list has been sent to the organization, the students cannot back out from the option. They are also expected to visit the company website before applying for a particular organization.
- Students may be required to go to the companies office or venue for the purpose of recruitment process as decided by the company & Institute. The students are generally expected to make their own travel and other arrangements, unless otherwise informed by the organization concerned/JIM – Ghaziabad authorities in placement cell.
- During the campus recruitment session, students are expected to stay in the campus/town and it is his/her responsibility to keep in touch with the placement office all the time. In case a student is called by the company for the interview and placement office is not able to reach to the student because of his absence from the campus/town, it shall be considered that he/she has forgone the offer and no further assistance will be provided by placement office.

5. Withdrawal Procedure:



- A Student who once opts for appearing in the selection process (Test, GD and Interview) of a company would be presumed to have understood the company profile, job offering, etc and hence if selected, will have to accept the job offer. Refusal to accept the job offer would debar you from all subsequent placement activities.
- **Students shall not withdraw from the selection procedure at any stage, unless they have a final offer from another organization arising out of a concurrent or prior campus selection process.**
- Non appearance in an interview after giving name for the option would mean that a job opening was offered but declined by the student. The student would no longer be eligible to appear for all the subsequent placement activities

6. Job Offer:

- The first job offer is the final offer.
- After the first and the final offer, students are automatically withdrawn from all other processes.

7. Student will be out of Placement:

- When he/she is placed.
- Under Disciplinary Actions.
- Academic restriction/Afflictions./ non Adherence to Attendance
- Fee Arrears.
- Unprofessional Behavior.
- Lobbying with company, by self or through others.
- Establishing parallel channel with company.
- Negotiating salary/terms (when it is already pre defined).
- Derogatory remarks on colleagues/Institute./ Company Officials
- Unilateral & Arbitrary withdrawing, midway in the Recruitment Process.
- SIP Defaulters
- If found working for the organization through direct sources

8. Dress Code/Attire:

It advisable & mandatory for all students who are appearing for any interview process should be in the proper college uniform.

- Dress Code for the students in all placement related activities including interviews, GD, seminars, guest lectures and industrial trips, etc. is as follows:
 - **Boys** : Corporate Suit, Necktie, Light colored plain or white shirt, dark colored trousers, Blazers
 - **Girls** : Corporate Suit, Necktie, Light colored or White shirt, Trousers, Blazer
- Clean shaved & proper haircuts (not in funky style) for Boys/ Girls are also required to maintain the proper interview get-up.

9. Punctuality:

- This will be very much required at every interview process; it is advisable for each student that they reach the venue 20 minutes before the process & ensures his presence to the concerned person. The students should be carrying his placement file with all required documents
- If a student fails to comply with punctuality and carrying the required documents for 2 subsequent companies, inspite of warning, a serious action would be taken against him.

Students may contact the CRC Team in case of any query / clarification

Above rules are subject to change and shall be notified to the students when amended. In case of any matter not covered above, the decision of Head Placement/ Director shall prevail.

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Note: It is mandatory for each and every student to sign undertaking of placement rules or it will be assumed, the student is not interested to take assistance for campus placement.

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