

(Placement Guidelines for the Students)

PREAMBLE

Placements in the industry and alignment of career with role, brand and package have come to be regarded as the most critical goal of professional education. Though learning must be recognized as an enlightened avuncular in itself, yet, it is definitely important that professional education facilitates the process of career advancement of students. Moreover, it has been seen that right placement happens as much because of individual brilliance and aptitude as it is because of strategically fit preparedness.

IAMR- visualizes its role as a facilitator to bring about a radical change in the employability of its students. Consequently, a comprehensive placement policy has been framed keeping in mind the aspirations of the students, their parents and expectations of the industry.

IAMR considers placement of its students to be a key commitment in its efforts to provide a superior quality of education in the fields of management. In the contemporary world, placement is a natural component of educational activity which is an outcome as well as wellspring of research and pedagogy. IAMR Placement Dept assists in placement activities to its students by way of developing rapport with industry and its alumnus in highly circumspect manner.

The placement service of IAMR will be available to those students only who opt to avail of them and commit to abide the rules thus be imposed by IAMR Placement Dept.

OBJECTIVES

- 1) To provide active placement assistance to every eligible student opting for Placement Services of IAMR.
- 2) To provide sufficient grooming, career and personality enhancement related inputs to students to imbibe personality traits and job relevant information to enhance their employability.
- 3) To lay down rules and regulations for availing placement assistance that provides equitable opportunity to students of varying academic achievements and capability levels.

- 4) To define students' code of conduct that is expected and appreciated by the industry.

OPERATIONAL PROTOCOLS & PROJECT INITIATION

The main functional areas of the IAMR – Placement Dept. shall be as under.

1. To facilitate placement to its eligible students,
 2. To develop relationship with IAMR- alumnus.
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- 1) **Timely Registration:** All students interested in a placement drive shall register as per the specified date and time and as per the instructions made available to them from time to time.
 - 2) In so far as possible, the registration process for particular recruitment drives will be actuated through online mode or information in the class rooms. However, there may be instances when registration is done manually/walk-in/through placement coordinators. It will be the responsibility of the student to keep watching Notice Boards for guidance on case to case basis.
 - 3) At times, intimation to students may be made through their registered cell number and/or registered email address. So students are required to ensure that they keep monitoring their email accounts and SMS inbox of cell numbers. In the present regime, a good number of companies are going in for written test in online mode. These companies transmit the confidential 'User IDs/Passwords' direct to students on their registered email addresses and/or registered cell numbers. These are normally not shared with institute. Thus students are required to stick on with such addresses and numbers so that they do not miss any communication. This is more visible during vacations/trainings when students switch on to some other local cell number. The institute shall not be responsible for any such loss of communication arising out of student missing out announcements on Registered Email Address/Registered Cell Number.
No request/correspondence shall be entertained in this regard.
 - 4) **Timely Reporting for Drives:** The students who register for a drive shall report to the venue of placement drive strictly at the appointed time.

- 5) **Placement Kit** : The students shall be required to maintain a placement kit in prescribed folder containing the following
- a) 5copies of their latest resume in the prescribed format duly vetted by their faculty placement co-coordinator.
 - b) 5 passport size photographs.
 - c) Copies of all relevant testimonials/certificates.
 - d) A copy of the Summer Training project report/ Dissertation Project Report/ trainings/certifications and reports thereof undertaken by the student during the professional academic programme.
- 6) **Dress/Presentation/Decorum Code**: Students registering for placement drives shall present themselves in formal attire and shall be well groomed as per industry standards which would be prescribed separately.
- a) Plain shirt with neck-tie (with blazer in winter), formal trousers (no jeans) and formal shoes. The colours/combinations of shirts, trousers and neck-tie would be prescribed in due course of time.
 - b) Neatly cut hair of reasonable size for non-Sikh students. Male students not sporting regular beard are required to come clean shaven.
 - c) Turban for Sikh students.
 - d) Well-polished formal shoes are essential.
 - e) For girls, formal and sober dress is essential
 - f) Girl students should consider wearing only essential jewellery item(s), if they want to sport any jewellery and only formal footwear. The make-up and cosmetics should be simple, decent and minimum essential only.
- 7) **Behaviour**: The conduct and behaviour of the students with the company officials, members of the placement cell, faculty and student coordinators shall be decent and polite. They are required to follow instructions from the deputed and authorized staff members. Any rude or unwarranted behaviour shall disqualify the student from the placement drive or even the placement process. This may also lead to disciplinary action as well.

CODE OF CONDUCT FOR PLACEMENT SERVICES

1. A student enrolled for placement services shall attend all placement drives relevant to

the student, as organized by Placement Dept. The preferred list of relevance will be indicated by the student at the time of enrolment process. In case the student enrolled for placement services fails to register for three consecutive relevant placement drives, for any reason whatsoever except Medical Reason, or fails to register for in a total of five relevant placement drives conducted by the Placement Dept. for that particular stream, he/she shall be permanently disqualified from availing any further placement assistance.

2. In case a student fails to participate in any placement drive for which he/she has registered (except for genuine medical reasons) or does not complete the entire process of the drive, he/she shall be permanently disqualified and debarred from availing any further placement assistance.
3. All students shall furnish correct information as and when required. Any student giving wrong information at any stage shall be permanently disqualified and debarred from availing any further placement assistance.
4. Any student who is found guilty of using unfair means in any of the tests or other process will be disqualified and debarred from availing placement assistance.
5. Students(Junior) who opt for placement services may be assigned the responsibility to organize or assist in the placement drives or activities conducted for the senior batches for another purpose, in order to prepare them better for their own placements.
6. The students are prohibited from entering into any debate/argument with company officials during the conduct of drive. Grievance, if any, may be taken up with appropriate authorities at any later stage.

POLICY FOR JOB OFFERS

(Any Provision mentioned under this Placement Policy may be revised at any point of time as deemed appropriate by the Institute)

1. A Student can participate in any number of placement drives till he/she gets a job offer.
2. A Student can avail **maximum of three job offers**. In case a student opts to appear for a second job when he/she already has secured an offer, then he/she is

- indicating that profile of the second job is preferable to the one he/she has already secured and, therefore, in case he/she gets the second offer, the first job will automatically be considered to be surrendered. No correspondence/hearing shall be entertained in this regard. Offer for the purpose of placement would mean either a formal offer letter/letter of intent from the company or any formal communication from the company either to individual students or to the placement office.
3. Short listing of the student by a company would not be counted as job offer till result is declared. In the event of his getting an offer, the same would be regulated as under:
 - a) **SCENARIO ONE**: NO PREVIOUS OFFER IN HAND: This would be counted as first offer.
 - b) **SCENARIO TWO**: ONE PREVIOUS OFFER IN HAND: If he/she gets an offer from a second company where he/she was shortlisted prior to getting first offer, the student will have the option to choose within 72 hours one job from among any of the two offers. In case no communication is received, then the offer received earlier shall be deemed to have been surrendered. This would be treated as first offer. He/she would be eligible for one more offer as per para 2 above.
 - c) **SCENARIO THREE**: AVAILED Three OFFERS: No more eligible to take part in placement process. All offers and short listings till now or in pipeline would stand cancelled.
 4. A Student can avail any number of offers through Job Fairs, Walk-ins and from any other source which are not initiated by IAMR – Placement Dept. but needs to intimate about the same so that in case there is any verification/enquiry from the company, IAMR – Placement Dept. is in position to answer the same.
 5. **Student Coordinator** – Student Placement Coordinator whose performance is found to be excellent in coordinating the drives will be eligible for one extra offer as a token of Appreciation. The selection of the student coordinators shall be done through a selection process only.
 6. In case of any peculiar situation arising out of unforeseen contingencies like

results being declared on same day etc, the placement Dept. may have to take a balanced view on case-to-case basis and on the facts and merits of the case. Any decision taken under this clause will not be treated as precedence for any future analogies. No request on this count shall be entertained.

In case of any issue arising out of this policy and interpretation thereof; decision regarding any point not covered under this policy; and in case of any provision/decision being changed, modified or overridden, Director of the Institute shall be the final authority.
