



Placement Guidelines

2020–22

1.0 Objective

- 1.1 Understand the norms and the basis for screening the students for employment opportunities in industries.
- 1.2 Facilitate talent search by the organizations prospecting for talents in ITM Business School.
- 1.3 ITM Business School will endeavor to facilitate the placement process for the student's career; however this should not be construed as a “ placement agency” or a guaranteed employment mechanism.

2.0 Constitution of Placement Committee

- 2.1 Student Representatives/Student Placement Coordinators (2nd & 1st Years)
- 2.2 Tale wind Faculty, Manager-Corporate Relations and Head – Corporate Relations(Campus)
- 2.3 Director (Campus) and Head -Corporate Relations ,ITM Group.

3.0 Role of Student Placement Coordinators

- 3.1 Student Placement Coordinators take complete responsibilities of Campus Drives (on/Off Campus) under guidance of the Placement Department. They represent the Placement Department for the rest of the students and also streamline the Departments functioning by being a bridge between the students and the Placement Managers. They will actively participate in the operational and hospitality related services during a process and also assign and take up among themselves the various responsibilities related to the training and development of students with help of Tale-wind Faculty.

4.0 Core Guidelines of Placement Department Members

- 4.1 The Director assisted by the placement department will direct, implement and approve all placement operations.
- 4.2 The Manager - Corporate Relations will be the “single point of contact” for all the dissemination and receiving of placement related information and conduct of placement activities.

5.0 Role of Placement Department::ITM Business School

- 5.1 The Institute mentioned in these guidelines refers to ITM Business School, Kharghar.
- 5.2 Placement Department is headed by H E A D -Corporate Relations (Campus) supported Placement Managers and Head – Corporate Relations (ITM Group).
- 5.3 The role of the placement department is to provide placement assistance to graduating students of ITM Business School. The placement department will endeavor to
 - 5.3.1 Bring together the students and the potential employing organizations
 - 5.3.2 Facilitate interactions between the two
 - 5.3.3 Necessary training to help clear the interviews with help of Tale-wind and Faculties.
- 5.4 For this purpose, the placement department will correspond with organizations, arrange interviews for students and coordinate various placement activities.
- 5.5 All placements will be routed through the placement department.
- 5.6 Placement department shall aim to provide placement assistance for all graduating eligible students. **Placement is a privilege extended to the students, not a right.**

6.0 Eligibility

- 6.1 All graduating **students** shall be eligible to receive placement assistance, if they have cleared the below mentioned College parameters::
 - 6.1.1 Payment of fees or any other dues.

- 6.1.2 Completion of Internship Program/other academic requirements as per university norms or any event or activity prescribed by Institute.
- 6.1.3 Meeting minimum 80% attendance in Tale wind programs conducted by Institute.
- 6.1.4 Attending the counseling session after not getting selected in ten (10) interviews.
- 6.1.5 Breach of discipline and general misconduct.
- 6.1.6 Having opted out or having been declared as, deemed to have opted out.
- 6.1.7 Having being declared not eligible for want of not meeting minimum requirement.
- 6.1.8 Having arrears, at the time of placement process and the company mentions so.
- 6.1.9 Indulging in ragging/Drugs/Any nondisciplinary activities .
- 6.1.10 If they have not submitted the Internship report.
- 6.1.11 If any students have not cleared his/her ATKT before Oct 2021.

7.0 Placement Assistance

7.1 Companies come for Campus Recruitment to ITM Business School; placement assistance is provided upto 30th A p r i l 2021

7.2 A student can attend upto ten (10) final round interviews; if a student fails to get placed upto 10 interviews, then he/she would attend a counseling session. The counseling team would comprise Director, Head-Corporate Relations, Tale-wind. The composition of the counseling team may vary as per the need of the situation.

8.0 Registration for Placement Assistance

8.1 All students seeking Placement Assistance are required to **register**, with the help of Student Coordinator, as required by Placement cell and also **sign an undertaking** in the prescribed format placed at **Annexure-A**. Students, interested to pursue their **entrepreneurial career should also sign and undertaking through Annexure B**. Students who want to **opt out of Placement/Entrepreneurship Assistance** shall give an undertaking prescribed format **Annexure-C**

9.0 Application Procedure

- 9.1** Interested students will apply in response to the jobs announced by placement department and submit copies of resume or register to Student Placement Coordinator for onward submission to placement department.
- 9.2** Applications from students in response to the press advertisements or to the organizations which have not notified the placement department of ITM Business School about their requirements shall not be considered.
- 9.2.1 However, students are free to correspond directly with the organizations in response to such advertisements.
- 9.2.2 If these organizations announce jobs to the institute's placement department at a later date, then the students should inform the placement department about them having earlier applied for positions in these organizations.
- 9.2.3 If a company has approached the placement department or is in the process of approaching for placements, no student shall approach any of these companies on their own.
- 9.3** Students should submit soft copies of their resumes in the prescribed format to the student coordinators and Placement Coordinators are supposed to create a "CV Bank" for their respective batches. This CV Bank will later be used by the Placement Department. However students can also be individually approached by Placement Managers and Placement Coordinators for submission of their latest updated resume.
- 9.4** The students should submit their resume within the prescribed time limit for each job postings/announcements, after which the placement department will not accept/forward resumes submitted beyond the deadline.
- 9.5** Students are advised to keep sufficient hard copies of the resume, passport size photos, etc ready so as to submit it as per deadlines announced.
- 9.6** Sometimes organizations, at the time of their campus interviews, may inform the placement department that they are interested in screening more candidates. Then the placement department will ask other interested students to apply immediately and the students may have to submit their resumes at short notice. Making several copies of the resume is, therefore, desirable.
- 9.7** Nomination of a student to appear for a selection process will depend on her/his academic performance, placement training assessment and the recruiter's requirement. Wherever the number of students to be nominated is restricted by the recruiter, the Head-Corporate Relations (Campus) and Campus Director will take the final decision.

- 9.8** Students may apply to organizations only against functional positions specified by them. The placement department shall not entertain applications/resumes of students who want to apply for hypothetical positions or for functional areas not announced.
- 9.9** It is mandatory for all students to attend the Pre-Placement talk for the companies on campus related to that particular stream.
- 9.10** A minimum of 5 Aptitude Test scores has to be submitted before a student sends any nomination with minimum passing marks of 65% and CRM Score.
- 9.11** All information regarding the placement (particular event) etc will be passed on through the group mail only. It is the duty of every student to check and find out the latest communication on a regular basis. Late applications and/or communication will not be entertained.
- 9.12** All students will have to carry their internship report during his/her personal interview. **It is MANDATORY for all candidates .**
- 9.13** Academic parameters and Conditions required by company should be filled by students.
- 9.14** All students must be well groomed during the selection process.
- 9.15** The students should not manipulate with their Academic records while registering/applying for post. Eg. If a student has a % of 59.2 then he or she should write 59% rather than 60%.Manipulations may lead to debarring from further Placement assistance.
- 9.16** The students cannot skip registering more than 5 placement opportunities in the entire tenure of Placements for their season .If found so they will be considered self placed and fill have to fill Annexure-C.

10.0 Short listing

- 10.1** Companies may do short listing of students themselves on the basis of information supplied by the students in their registration profile or resumes. Placement department is not liable/accountable to discuss shortlisting criteria to any student/staff/faculty as many companies are not transparent or on their parameters.

11.0 Selection Procedure

- 11.1** Interview schedules as decided by the Corporate / placement department

shall be given to the visiting executives. Thereafter no modifications shall be entertained, except under very unusual circumstances.

11.2 Students shall,

11.2.1 Keep record of organizations and positions for which they apply.

11.2.2 Keep notes on the job details announced. These are useful at the time of interview.

11.2.3 Prepare completely for attending the various Written Tests, Group Discussions and Interviews, particularly in respect of the specific company for which they are appearing.

11.3 Students shall not, at the time of interview, negotiate with the employer about salary and terms different from what is announced, unless the announcement specifies that the salary is negotiable and the negotiation is approved from the concerned Placement Manager.

11.4 While attending interviews, students must be punctual and come in neat ITM Formals. They must adhere to all code of conduct rules specified by placement department. 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 publish his influence, derogatory remarks about other candidates or the institute, negotiations other than those purported under the due process, will be seriously viewed.

11.5 Students during interview process are not supposed to details the interviewer about any Faculty/Staff/Placement Manager/Placement Policy.

11.6 Keeping the corporate's convenience in view; selection processes may take place in any city/town in the states or nearby metros. The students may be required to travel and attend the same. The placement department 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.

11.6 All interviews will not happen in Campus, students might have to go out as well for pool campus interview/Company's office at their own cost.

12.0 Withdrawal Procedure

12.1 Students having once applied to an organization shall not withdraw from the selection procedure at any stage, unless they have a final offer from another organization under the confines of the due process. ***It is presumed that students would apply for a position after careful consideration of all the relevant aspects.***

12.2 If a student does not appear for an interview after registering or submitting the

resume, he/she will not be permitted to apply consequent 3 placement drives, except any dire emergencies.

12.3 Any student after nominating or submitting his/her resume, does not attend three (3) selection processes provided by the institute, he/she will be completely out of the placement assistance.

12.4 Any student who changes or terminated from internship on disciplinary issues, will be removed from placement assistance from the college.

Such cases will also be properly investigated before finalizing the above penalties.

13.0 Offers

13.1 Offer stands for the placement selection letter issued by the company in composite letter form for a set of students or individual letter in the name of student. The confirmation of offer given can also be in form of a mail sent by the Company HR to the Placement Department.

13.2 Students are permitted to receive a maximum of one job offer only.

13.3 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.**

13.4 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 placement department only.

13.5 Students, who may receive the offer letters directly from the recruiter, need to essentially submit a copy of the same at the placement department without fail.

13.6 In addition, students getting placements on their own are also required to give a copy of their offer letters to the Placement Department for records.

13.7 To get “no-dues” clearance from Placement Department, 13.5 or 13.6 clauses are pre-requisite. No Dues is a formality that is to be completed by all students who wish to receive their Final Degree from the College.

13.8 In the event of a student getting an offer and deciding not to join that particular organization, for whatsoever reason, has to first communicate it to Concerned Manager-Corporate Relations via written document and then meet the Head Corporate Relations(Campus) for final discussion, before declining the offer to the company. Situationally the student will have to sign Annexure-C in this case.

14.0 End of Placement Assistance

14.1 The outcome of the clauses 12.3, 13.2 and 13.3 or 30th April 2021, whichever is earlier, signifies the end of placement assistance.

14.2 Students who do not get job offers upto 10 final interview rejections will have to undergo special counseling. Upon completion of counseling and recommendations of counseling team, the student will be permitted to attend maximum of 5 interviews thereafter. To earn these 5 interviews the students should undergo certain process as per the recommendations given by the counseling team. These five interviews are over and above ten (10) interviews.

15.0 Deemed to have opted out

15.1 The student fails to attend the counseling session.

15.2 The student, who attends, but does not successfully complete the stipulated assignments as per counseling team's recommendations.

15.3 The student, having being declared not eligible for want of not meeting minimum requirement.

15.4 Fails to get placed till 30th April 2022, when the placement season

closes. **15.5** Students falling under the 12.3 criteria

15.6 The declaration shall be made in the format specified at

Annexure-D 16.0 Attendance Rule

16.1 Students willing to attend the placement process should first register through Google sheets with the student placement coordinator.

16.2 Concerned Manager– Corporate Relations will keep the Academic team informed of the date and time through an Email.

16.3 Faculty will mark the attendance first as "Absent" for students not in the class.

16.4 All Students should mark their attendance with the student coordinator (nominated for each placement process) for being present full time at the venue of the placement (both on/off campus). Student Coordinator will carry the pre attendance sheet with him/her after being verified and approved by the concerned Placement Manager.

16.5 Student(s) leaving the venue after pre-placement talk or anytime during the

process should come back and join the class for rest of the day . Placement will not grant them any attendance for missing their classes after PPT.

17.0 Feedback

17.1 After completion of the interview process students should share the Questions (Ex..GD Topic, PI questions) to the Tale - wind coordinator.

17.2 Students should also share their feedback about the interview process and interviewer.

18.0 Conclusion

18.1 These guidelines are framed to ensure equality and fairness of opportunity to all the students. All students who opt for placement through the placement department shall abide by the guidelines prescribed herein above.

18.2 Any breach of rules specified above by any student, shall be taken up seriously by the placement department who in turn will view the matter and take action against the student, as it may deem fit.

18.3 Students shall not try to gain unauthorized access to communications regarding placements from the institutes's administrative computers, Dispatch, Admin office & Fax office.

18.4 The placement department 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.

18.5 Final authority in case of any dispute would be Director- ITM Business School and/or Head-Corporate Relations(ITM group) assisted by Head-Corporate Relations (Campus) and their decision will be final.

18.6 It will be in the interest of all concerned in the Placement Process, to adhere and support the contents of this note, as successful completion of this program will benefit both ITM Business School and the students.

Annexure-A

UNDERTAKING/ REGISTRATION SEEKING PLACEMENT ASSISTANCE

I Mr / Ms.....Roll No.....of
MBA 2020-22 batch, hereby undertake

- 📌 To honor all procedures pertaining to ITM Business School placements. 📌 To attend all such interviews arranged for me by the placement Department of ITM Business School during the placement season ending 30th April 2022
- 📌 To adhere to the guidelines / rules prescribed by the placement department.
- 📌 To respect all formal procedures with respect to dress code, etiquettes and other necessary professional practices.
 - 📌 To agree my exit from the placement process in the event of getting selected or by doing or abstain from doing an act as required by the rules and procedures set in

I hereby respect the efforts taken by placement center of **ITM Business School** for my professional career development and am truly obliged to the Institute for providing me with this opportunity.

Date: (Signature of the Student) (Signature of Parent/ Guardian) (Head-CR)

(Director-ITM Business School)

Annexure - B

VENTURING INTO ENTREPRENEURIAL CAREER

I, Mr / Ms..... Roll No.....of
 MBA 2020-22 batch of IT M Bus i n es s S ch o ol , hereby inform that I am venturing into entrepreneurial career. Hence, I would not require placement assistance from ITM Business School .

I hereby respect the efforts taken by placement center of ITM Business School for my professional career development.

Date: (Signature of the Student) (Signature of Parent/ Guardian) (Head-CR)

(Director-ITM Business School)

Annexure - C

UNDERTAKING TO OPT OUT OF PLACEMENT ASSISTANCE

I, Mr / Ms..... Roll No.....of MBA
2020-22 batch voluntarily opt out of Placement/Entrepreneurship assistance offered by ITM
Business School. I sincerely thank the Institute authorities for having offered assistance
through their Placement/Entrepreneurship center.

Date: (Signature of the Student) **Reason for opting out of**

Placement/Entrepreneurship.....

..... (Signature of Parent/ Guardian)

(Head-CR) (Director-ITM Business School)

Annexure - D

CERTIFICATE FOR 'DEEMED TO HAVE OPTED OUT' STUDENT'

Student's Name: Roll No.:

Academic Year: 2020-22 Specialization:

Certified that the student:

- Failed to register by the specified date for placement assistance provided by ITM Business School.
- Has withdrawn from three (3) interviews in-between the interview process, inspite of nominating for the process.
- After losing ten (10) chances he has not attended the special counseling session scheduled on_ conducted by ITM Business School.
- Inspite of going through (Give number here) company interviews, failed to get placements till 30th April 2021, when the placement process is closed.

(Only state among the above, whatever is applicable for the student)

Brief Write-up on the nature of student and his performance during placement assistance:

As such, the above student is recommended to be declared as deemed to have opted out of Placement Assistance.

Date:

(Head-Corporate Relations) (Head-CR) (Director-ITM Business School)