

**2013**

# Placement Policy

## Concept Note

The placement policy at DAIMSR has been designed keeping in mind the Vision and Mission Objectives (VMO) of the institute.

The placement track record of any management institute is the essential factor helpful to examine the institution's success. The careers of the alumni of any management colleges equip you to have an eye on the success and growth chart of the management institutions reflecting the students' quality passed out from it. In order to determine an institution's academic rigor, placement serves to be the key indicator. Heightening the employment

achievement benchmark of the graduates persistently helps the management institutions to secure growth to its full potential.

The synchronized and mutual corporation of the students, institutes and industries for common benefits develops and advances placements record of colleges. Perk and salary package, the companies visiting the college for campus recruitments are some of the factors that are important to distinguish one college from another. The placement record's quantity and quality is the fruit of combined efforts of students and institutes which is associated directly to their demand in employment market. Thus tremendous competition prevails among aspiring management professionals to obtain admissions in these colleges with previous year's stunning record of placement obviously excelling from others. Students of management are usually expected to be placed before the course ends from the campus only. This often serves to be the major reason witnessing the engineering students to pursue an MBA degree.

## **POLICY OBJECTIVES**

1. Create awareness among students regarding available career options and help them in identifying their career objectives.
2. Guide the students in developing skills and job-search strategies required to achieve their career objectives.
3. Identify suitable potential employers and help them achieve their hiring goals.
4. Organize activities concerning career planning.
5. Act as a bridge between students and employers.
6. Take feedback from industry and provide inputs for curriculum.

## **FUNCTIONS OF THE PLACEMENT CELL**

1. Collect and analyze the database of students interested in seeking placement assistance from the institute.
2. Define, review and reset the eligibility criteria annually in consultation with the Director.
3. Liaison with the existing recruiters for campus placements and invite at least 10% new recruiters every year.

4. Disseminate the job related information to the students and Provide career counseling services.
5. Identify the skill gaps and suggest specific campus recruitment training (CRT) programme for students.
6. Invite experts from various domains to interact with the students with the objective of providing industry exposure to students.
7. Organize industry visits.
8. Strive for placement of 100% of the students seeking placement assistance.

## **CAMPUS PLACEMENT PROCEDURE FOR PARTICIPATING ORGANIZATIONS**

- The Training and Placement Cell shall invite prospective organisations/industries in the months of October to March of every Academic Calendar, along with all relevant information to participate in the campus recruitment at the institute. The organisations, in turn, can also contact the T&P Officer for their requirement.
- The details of the respective final year students opting for placement shall be sent to the company/organization concerned, as per their requirement, along with a tentative, mutually convenient date for the campus interviews.
- The company/organization shall then confirm the date or discuss a mutually convenient date, with the Coordinator-Training and Placement. The organisations shall have an option to go for the pool campus recruitment.
- After confirmation by the organisations, a pre-placement talk (PPT), shall be arranged on the date. The company shall conduct tests and/or group discussions to short list the interested students. If required, telephonic interviews or interviews through video conferencing can be arranged.
- The organization shall then interview the short listed students for final selection and announce the results as soon as possible (preferably on the same day), once the selection process is over. Companies announcing results immediately after interviews shall be preferred by the institute and the students for early campus interview dates during the next academic year.
- The organization that is unable to finalize the results on the same day and wish to have one more round of interviews at their office may do so within a week's time.



## **CAMPUS PLACEMENT PROCEDURE FOR STUDENTS**

- At the beginning of the academic calendar, students shall be counseled to chalk out their career plan- whether to pursue higher education or to seek an employment.
- The students who wish to apply to a particular company/organization shall submit their willingness to the Training and Placement Office before the specified deadline. No late entries shall be entertained under any circumstances. It shall be obligatory on the part of these students to attend the interviews.
- The Training and Placement Office shall provide opportunities to all its registered students to secure one job at the first instance, and pursue a policy of one student-one job. However, after securing one job, a student may be allowed to appear for only one more interview of his / her dream company if it visits the campus at a later date.
- After all the students of the institute have secured at least one job, all of them shall be allowed to apply for all subsequent jobs (subject to securing a maximum of two jobs).
- If a student is offered a second job, he/she must give a letter of regret to the company, which offered the first job and a letter of acceptance to the second.
- After accepting a job offer, if any student decides to withdraw his/her acceptance any time during the year, he/she must inform the company concerned through the Training and Placement Office immediately.
- The students selected through campus interview shall complete all the necessary formalities (e.g. medical test) asked by the employer and shall join the organization within stipulated time frame. He/ she shall keep the T & P Cell updated regarding his/ her progress in the Company.
- T & P Cell, in turn, shall obtain regular feedback from the employer regarding the performance of selected students. As a matter of policy, the selected students shall work at least for the duration of one year in that Organization.
- The placement cell may make minor changes in the procedures annually in consultation with the Director.

**Approved By:**

NAME	SIGNATURE	DATE
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