

## **School of Law– Placement Guidelines**

### **Batch 2021-2026**

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#### **Placement Norms**

The Placement Office of NMIMS, Hyderabad facilitates the process of final placements by creating an interface between the recruiters and the students of the Law Program. Students must honor the commitment made by NMIMS, Hyderabad on their behalf. In the event of non-conformance to the placement rules and procedures, NMIMS, Hyderabad reserves the right to initiate corrective action. However, the final call rests with the companies and firms regarding candidates' eligibility criteria and the decision is honored by NMIMS, Hyderabad. Therefore, the selection process specified by the company will be followed.

The Final Placements are conducted on a rolling basis. Companies/Firms are invited to the campus to participate in the process. This process of sending out invitations to the firms/companies continues up until June 2026 or until the entire batch (excluding opt-outs) is successfully placed, whichever is earlier. Due to changing market dynamics, we've had to adapt and settle into the new normal, and the Placement Office has responded proactively by mobilizing its resources to meet emerging challenges. We have witnessed great cooperation from our firm Partners and in all situations and are well prepared. However, the students also need to adapt and adjust to the new challenges and align with the requirements of the respective companies.

#### **Placement Guidelines**

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- Please read these along with Placement Guidelines - Part 1 of SRB for SOL and Part 2 of SRB of NMIMS Hyderabad campus
- NMIMS follows a '1 student 1 offer' policy. Each student is entitled to only one offer.
- A student can sit for a maximum of 10 companies pertaining to his/her.
- The number of consecutive non-appearances shall be 2 at maximum, failing which the student will be considered as not interested in campus Placements and will be treated as Technical opt-out. Debar rule is still applicable. ([Refer Penalty Clause](#))
- A student must attend Placement Compulsory Sessions/Pre-Placement Talks (PPTs)/Placement-led Guest Lectures/webinars/any other activity made compulsory by the Placement office. Non-adherence would lead to a penalty ([Refer Penalty Clause](#))
- A student must attend Pre-Placement Talks arranged by the Placement Committee. Non-adherence of the same would make you not eligible for that company's process.
- If the company wants students to sit for Pre-placement talk irrespective of the domain, it is mandatory for the students to attend the same to put up the desired strength of applicants. Non-adherence would lead to a penalty ([Refer Penalty Clause](#))
- Students are expected to attend all the training programs, interview preparatory sessions, guest lectures and any mock assessments conducted by the Placement Office without fail. Strict disciplinary action will be taken against defaulters as decided by Placement Conduct Committee. ([Refer PCC](#))
- Students selected through campus placements are required to remain with the organization they join for a minimum period of 12 months from the official date of joining. This condition is intended to

uphold the credibility of the institution, maintain strong corporate relations, and ensure commitment to the employer.

- Students are expected to meet the minimum academic requirements as determined by the Program Chair, Placement Team Mentor, and Deputy Director (Placements). As per the prevailing placement policy, the minimum CGPA required to be eligible for participation in the campus placement process for the academic year 2021–2026 Batch is 6.75 CGPA. Currently, the CGPA is calculated on a scale of 4. Accordingly, to meet the eligibility criteria of 6.75 out of 10, students must secure a minimum CGPA of 2.70 out of 4.
- Non-adherence to following timelines given by the Placement Committee for submission of Documents will lead to debarment from placements.
- Students have to be open and willing to work across India.

## **Placement Process**

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- Applications are invited based on the eligibility criteria regarding their academic qualifications, work experience etc. indicated by the Firm/Company for the student to register for the placement drive.
- After registration the list of interested students will be shared with the Firm/Companies. In case of incorrect data being provided, action will be taken accordingly.
- Depending on the convenience, Firm/Companies will either call students to their premises or come down to our city/Jadcherla campus. The selection process will be held on campus or in some cases the student may have to go to the Firm/Company's office for the same. The student will not be able to back out on this account.
- Firm/Companies generally share details of the job offering beforehand while many give a general idea about the opportunity or Pre-placement talk virtually or on campus. Students must be aware of the Firm/Organization and the role being offered before applying.
- All the students are supposed to plan for their interview. They should prepare for the selection process, besides read the instructions and Job Description (JD) carefully. Students should not go with any confusion on JD's and should not debate with Placement team and argue with the Recruiter. If they have any specific queries, it can be routed through Placement Dept., and can be clarified appropriately during the Pre-Placement Talk by the said Recruiter.
- Students participating in the campus recruitment process initiated by the Institute should not convey any comments to the Firm/Company or the profile offered. If they do not like any profile or any role offered by the firm/company executive, they should politely ask for some time to think and then primarily discuss with the Placement Dept. instead of expressing it directly to the Company/Firm HR/Official taking the interview. Extending statements like, "The firm/company's profile is not good", "I do not wish to proceed with the process since the role offered is not good", etc. directly to the executives taking the interview is intolerable and the Placement Department of the institute is free to initiate disciplinary actions against such students, including debarring from Placement process.
- Students are expected to be agile and have the capability to adjust and respond to emergent situations successfully. Sometimes Firm/companies might add/remove/modify the selection process. Students are expected to remain prepared and demonstrate readiness to comply with such conditions, should the situation arise.

- Firm/Companies would be encouraged to give spot offers. Once a student is offered a job he/she would be out of the placement process and will not be eligible to apply for further drives and take up any subsequent job offers. ([Refer Exceptions](#))
- Offers made by the firm/companies during the placement process cannot be rejected. Thus, students are expected to make informed decisions about applying to a company.
- In extremely rare cases where a student receives multiple job offers simultaneously, the Placement Office will intervene to make a final decision. The student will be required to accept one offer and reject the others immediately. As per policy, the first received offer will be considered valid, unless an exception is approved under special circumstances. ([Refer Exceptions](#))
- Students have to participate in all selection process for which they have been shortlisted. If a student fails to attend any selection process, he must submit an application regarding the same and only if the reason is found valid and the absence is approved by the Placement office, the student will be given further chance to appear for other processes.
- In case the student deliberately creates problems at a later stage (Deliberate attempt to ruin the interview, applying and not attending the interview, negotiating packages/location); he/she will be liable for disciplinary action. ([Refer Penalty Clause](#))
- It is mandatory to submit photocopy of Offer letter to Placement Office. Students must also inform their Joining status to the Placement Office.

## **Opting out from Placements**

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- In case a student wishes to opt out of the placement process, he/she must submit the letter to the placement office and must officially sign out of the placement process.
- A candidate should withdraw from the final placement process if he/she is keen to seek an opportunity on his/her own. The student needs to seek the approval of the Placement Office i.e., submit a duly filled Opt-Out Form to avoid any confusions.
- To uphold cordial relationships with the companies, students are prohibited to opt-out of the placements once the selection process of a company (that they had applied for) has begun. Thus, if one wants to opt out, he/she should do so before the process begins.
- Opt-outs are valid subject to the following conditions:
  - a. He/she is not already placed in any other company through the campus.
  - b. He/she is not a part of any company's recruiting process (on campus) at any point in time.
  - c. If one has already applied to companies outside of campus, then he/she needs to inform the placement office and shall be out of Placements. Failure to meet these requirements may result in a disciplinary action against the candidate. ([Refer Penalty Clause](#))
  - d. After opting out, the student will not be allowed to re-enter the placement process at a later stage.

## **Pre-Placement Offers (PPOs)**

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- As a policy, NMIMS Hyderabad encourages candidates to work towards PPO's in order to strengthen the executive placements.
- Pre-placement offers made by the companies have to be routed through the Placement Office.
- If the candidate accepts the offer made, he/she has to sign out of the placement process and will not be eligible to apply during final placements.
- If the student wants to reject the PPO offer, he/she should consult the placement committee and the placement office. The rejection of the PPO/PPI offer is handled on a case-by-case basis, taking into consideration various factors.
- Students getting PPO/PPI offer directly from the firm/companies are required to channelize the same through Placement office.
- In case a student fails to inform the Placement office before the appointed date he/she would be considered to have accepted the PPO.
- Placement Team will try to ensure that all firms/companies desiring to make a PPO offer do the same before the deadline; however, any PPO offer made after the deadline will result in automatic rejection if the student is already placed by the time the offer is made.
- If the firm/company makes an offer after the deadline and the student is still not placed, the student must decide whether to accept or reject the PPO within 24 hours of being informed. PPO/PPI offers are evaluated on a case-by-case basis, considering multiple factors relevant to the student's profile and the overall placement process.
- In case of acceptance of the PPO, the student would not be eligible to participate further in the campus Placement Process.
- For a Pre-Placement Interview (PPI), the student MUST sit for the same. Student rejecting a PPI will not be allowed to appear for any further placement process. In case of a conversion to a PPO, the PPO policy would be applicable.
- PPO's / PPI's which are officially communicated to the Placement Committee by the firm/company will be considered for the records. Only those students would be eligible to mention the same on their resumes. No other student can mention PPO/PPI of his or her own accord.
- In case a candidate rejects a PPO, the following future course of action would be applicable to the candidate:
  - a. The candidate must give a reason for rejecting the PPO (salary/profile).
  - b. A candidate can reject a PPO based on salary if the offered salary is less than campus norms.
  - c. In case the candidate refuses the PPO on the basis of salary, the candidate will only be allowed to sit for further firm/company processes where the firm/company offers a higher salary than that being offered by the PPO Firm/Company.
  - d. No cases of location preferences will be entertained. If a candidate rejects a PPO based on location preferences, he/she will be considered opted out of the placement process and not be eligible to sit for any further processes on campus.
  - e. Any other extremely rare cases where reasons apart from the above are given, the final authority will rest with the Placement Office along with Associate Dean, SOL after hearing the case plea.
  - f. Any other cases not covered in the above will not be entertained and the student will be required to either accept the PPO or opt out of the placement process.

## **Post Selection**

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- A student getting interviewed and receiving an offer will be precluded from attending any further interviews.
- All students are obliged to adhere to the recruiter's timeline to accept a job offer and submit their acceptances ONLY through the Placement Team.

## **Code of Conduct during the Placements Process**

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- Respect the rights and obligations of fellow students.
- Misrepresentation or fabrication of any facts about his/her candidature to any recruiter will result in the student's expulsion from the placement process.
- No student is allowed to communicate in any mode – oral or written – with any recruiter, at any point of time during Placement season, without the consent of the corporate relations team.
- No student is allowed to pass on any information relating to placements through written, oral or postings on any of the social media platforms.
- Students should carry their latest (updated) resume, Institute ID card, passport photograph and Identity proof (In case of Pool campus drive or interview is scheduled at Firm/Company office) in every interview.
- Students have to report 30 minutes before the scheduled commencement of placement proceedings. Late comers will not be allowed to appear for the process.
- The dress code for student attending a Guest Lecture, Pre-placement talk and Interviews is strictly Business Formals.
- *Avoid wearing smart casuals, casual tops and bottoms, t-shirts, fitted Jeans, ripped/wrinkled clothes, casual/sports shoes, flip-flops, sandals, and slippers.*
- Students are expected to adhere to the deadlines issued by the Placement Committee/Office. Non-adherence to the same will result in a penalty ([Refer Penalty Clause](#))
- The student is expected not to seek, receive, or obtain any unfair advantage over other students.
- The student is expected not to renege on an 'accepted' job offer.
- In case of a dispute on any of the above, the Placements Office reserves the right to take appropriate action as deemed fit in the best interest of the institute.

## **Placement Compulsory Sessions / Pre-Placement Talks (PPTs) /Guest Lectures**

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These are an important part of the entire placement exercise and will be held at regular intervals. In the case of no attendance in the same, Placement Office along with Associate Dean, SOL can initiate disciplinary action against the student upon reviewing the case, which may include debarring them from the placement process. ([Refer Penalty Clause](#))

## **Penalty Proposal for Placement Activities – SOL: Batch 2021-26**

### **Guest Lectures & PPTs including Webinars:**

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- It is mandatory for all students to attend the PPT regardless of their placement status.
- However, if the company insists on a minimum number, the Placement Office can decide accordingly. In case of an urgent matter – such as illness or personal calamity, the student is required to inform the Placement Office, a day prior to the date of the guest talk with supporting documents.
- As mentioned earlier, the dress code has to be strictly followed at all times in any Placement activity.

### **Penalty:**

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- A penalty of Rs. 1000/- would be imposed for one guest lecture / pre-placement talk / webinar / other events or compulsory activities organized by Placement Office missed and a yellow flag shall be issued to the concerned person.
- The penalty has to be paid directly to Accounts Office within a week of the said event. A copy of the receipt of the payment would have to be submitted to the Placement Office.
- On having accumulated a total penalty of Rs. 2000/-, i.e., on having missed two events and having received two yellow flags, the student would be issued a red flag.
- A dress code defaulter in such events shall similarly be issued a yellow flag and accumulation of two such yellow flags shall result in a red flag.
- Any person who has been issued a red flag would either stand de-barred from the entire Placement Process or his application for one of the companies which he applies for thereon, shall be withdrawn by Placement Office, whichever deems fit.
- Non-adherence to any deadline issued by the Placement Office will result in the student being tagged as a defaulter. In such a case, twice a defaulter would be given a yellow flag and accumulation of two such yellow flags shall result in a red flag.
- **Purple Flag Policy** - In the event of any misconduct by a student that violates the Institute's guidelines or code of conduct, the Purple Flag will be invoked. As a consequence, the student will be barred from participating in the campus recruitment process for the next three companies aligned with their area of specialization. This policy will be implemented on a case-by-case basis, subject to the final decision of the Placement Conduct Committee.

### **Placement Process**

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- Once applied for the placement process of a company, if at any point a student decides to drop out from that particular Company's drive, without the explicit approval from the company, the student shall be considered in transgression of the Placement Guidelines.

- In case of a lapse in decorum or failure to meet Placement deadlines such as filling forms or updating data requested by the Placement Office, the defaulter shall be subject to the most stringent action, as per the discretion of the Placement Office and The Director.

This includes, but is not limited to:

- In both such cases i.e., 1 & 2, the defaulter shall be subject to the most stringent action, as per the discretion of the Placement Office and The Director. This includes, but is not limited to:
  - Monetary fine
  - Debarment from a particular company
  - Debarment from the entire placement process
  - Academic penalty, etc.

### **Exceptions – The Dream Company Rule:**

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1. Under this provision, a student may be granted the opportunity to apply to a designated dream company, even if it falls outside the standard placement protocols.
2. This exception is intended to support a student's long-term career aspirations by providing a pathway to organizations that align closely with their individual goals and potential.
3. Each case under the Dream Company Rule is handled on a discretionary basis and evaluated individually.
4. Decisions are based on factors such as academic performance, prior placement status, company alignment, and the opportunity's relevance, ensuring fairness while upholding the integrity of the placement process.

### **Placement Conduct Committee (PCC):**

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- The Placement Conduct Committee (PCC) is a neutral and independent body constituted to uphold the integrity of the placement process and ensure student compliance with all placement-related guidelines.
- The committee comprises a representative from the Placement Office, senior members of the Placement Committee, and one junior committee member.
- If deemed necessary, faculty members—including the Associate Dean and the Placement Team Mentor—may also be invited to participate.
- The PCC is empowered to review cases of non-compliance, misconduct, or any actions that may negatively impact the brand value of NMIMS.
- It may impose penalties, fines, or other disciplinary measures as deemed appropriate. All decisions made by the PCC are final and binding.