



# Acharya Institute of Management and Sciences

## Student Placement Policy

## **10. Placements Policy**

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The policies are framed considering aspects like Academic Performances, Attendance (regular classes and pre-placement activities), Internship Performance & Feedback, Training & Development team's Feedback, and Payment Records.

### **10.1 PRE-PLACEMENT**

AIMS C&PR enables the students of AIMS to bridge the gap between the Academia and Corporate world. Feedback from industry is collected and the feedback used to design Pre-Placement Training Programs. This important activity is vital to enable the students to achieve desired career objectives. The various components of the Pre-Placement Training Programs include modules on Current Affairs, General Aptitude, Technical Aptitude, Presentation Skills, Group Discussion Skills, Debate Skills, Interviews Skills & Mock Interviews, Industrial Analytics Workshops, etc. Training is also proposed based on the modern techniques of psychometric testing to give scientific career counseling to students to equip them to grab the opportunities available.

Company-specific orientation is conducted for students prior to all the placement drives organized by the institution. A special orientation program is also conducted before all the International Tours & Visits organized by AIMS and this has resulted in international placement offers for some of our students.

### **10.2 CAMPUS RECRUITMENT PROCESS**

Your recruitment can happen through one of the following modes / processes:

#### **10.2.1 ON-CAMPUS / VIRTUAL RECRUITMENT:**

1. Requirement / Job Profile of a company for recruitment is received by the C&PR Department.
2. Placement Committee's consent is sought on the offer / job profile.
3. Details of the recruitment are posted on the C&PR's notice board.
4. The students are shortlisted for the recruitment drive based on their specialization / academic performance, attendance (regular classes and pre-placement activities), Internship Performance & Feedback, Training and Development team's feedback, and Payment Records.
5. Shortlisted student profiles would be mailed to the company for approvals.
6. Final list of students for that particular recruitment drive will be displayed on the C&PR's notice board.

#### **10.2.2 OFF-CAMPUS RECRUITMENT:**

1. Requirement / Job Profile of a company for recruitment is received by the C&PR Department.
2. Placement Committee's consent is sought on the offer / job profile.
3. Details of the recruitment are posted on the C&PR's notice board.
4. The students are shortlisted for the recruitment drive based on their specialization / academic performance, attendance (regular classes and pre-placement activities), Internship Performance & Feedback, Training and Development team's feedback, and Payment Records.
5. Shortlisted student profiles are sent to the company for approvals. Once approved, the students can visit the venue of recruitment drive.

### **10.3 PLACEMENT POLICIES**

The following are the placement policies that a student needs to adhere to in order to be eligible for the recruitment drives:

#### **10.3.1 Individual**

1. The male student is expected to appear for all the recruitment drives in the college uniform (blazer, tie, shirt, trouser, and shoe) that is neatly washed and ironed. The female student should wear the uniform given by the college / appropriate business wear as specified by the management. The students should be well-groomed (clean shave, hair neatly combed, etc.) and presentable.
2. The student should be well-behaved and disciplined at all times.
3. The student should strictly adhere to the placement policies and any other rules set by the company during recruitment drives.
4. Preferably, Pre-Placement Offer to summer trainees are to be made much before Day 1 and the student must decide on the offer within 24 hours of getting the offer.
5. If the Pre-Placement Offer is accepted, the student will be out of the institute placement process. However, a student with pending Pre-Placement Interview Offer is eligible to participate in the placement process.
6. Any student who does not clear the Group Discussion stage for 5 companies or the Personal Interview stage for 3 companies shall not be allowed to appear for the placement till he / she gets clearance from the T&D department.
7. The student can register for and attend multiple interviews but cannot hold more than one job acceptance.
8. The appointment letter(s) will be in the custody of the Director and will be handed over to the student only after obtaining 'no dues' certificate from all the concerned departments, after he/she has been deemed to have cleared the entire course. In case of any discrepancies the appointment letter shall be withheld.
9. Once the offer is made / accepted, all correspondence to and from the company will be routed through the Corporate & Public Relations cell only.
10. Undertaking to be taken if a student gets placement on his/her own.
11. Students once resigned from self placement will not be eligible for college placement either.

#### **10.3.2 Attendance**

1. The student should have the required percentage of attendance (75%) in all the semesters leading to placements.
2. 100% attendance has to be achieved by the student in all the pre-placement training activities and augmentation programmes in all the semesters leading to placements.
3. It is compulsory for the student to attend the 'Pre-Placement Talk' of the company for which the student is attending the interview.

#### **10.3.3 Academic Performance**

1. The students' performance in academics (classes, assignments, presentations, augmentation programs, and exams) needs to be satisfactory in order to be eligible for the placements.

2. The feedback from the faculty, training and development team, and program managers would be considered whilst analyzing the student's academic performances.

#### **10.3.4 Internships**

1. The academic department along with the C&PR department would decide on the internship of the student, this includes when and where the internship would be. The student can always discuss with the concerned authorities if they get an offer for internship through other sources, but the academic department and C&PR would have a final say on this.
2. The student needs to obtain a satisfactory feedback from the company of internship.

#### **10.3.5 Company**

1. Companies are expected to give a Pre-Placement Talk [PPT] laying out the details of the company and the offer before the process.
2. Incase a company has a specific requirement / request, the recruitment committee has all the rights to nominate a set / individual student/s and it is mandatory that student/s has to attend the interview. In case selected and an offer is made, then student is free to decide about the same.
3. A company is free to make their choice of students irrespective of their specialization.
4. If, for any reason, a company wants to conduct its process before the slotted day and time they are free to do so but they shall make the final offer on the day the company is slotted.
5. Companies offering international placements, paying in a currency other than the rupee are allowed to make spot offers to students, selecting them as consultants.
6. However, the companies coming before their assigned day and time cannot make spot offers.
7. The Director – C&PR of the Institute shall decide on slots for companies. No company will be allowed to make offers before the slotted day and time.

#### **10.3.6 Debar / Disqualification**

Corporate and Public Relations (C&PR) department of AIMS has every right to debar or disqualify a student from the placement activities if any of the below mentioned is true:

- If students have not cleared fees payable towards the institute.
- Students who have less than 75% attendance.
- Students who fail to achieve 100% attendance target in pre placement training.
- Student registers to attend a company's interview and on the day of interview doesn't turn up twice (failure to attend two interviews).
- Students selected but does not report / join
- If there is a misbehavior / indiscipline on the part of the student during the interview process.

Debarred student will be considered for placement process, only after all the students are placed. Debarred students will be considered for placement again based on their improved performance and meeting the other criteria's as approved by the recruitment committee.

In case of any representations by the student regarding placements the decision of the placement committee will be final and binding on the student.

#### **10.3.7 Recruitment committee members:**

Principal and Chief Executive Officer

Chief Operations Officer

All Program Heads