



# Chetana's

## Institute of Management & Research

*AICTE New Delhi Approved & ISO 21001 : 2018 Certified*

# PLACEMENT POLICY

*Nandita H. H.*



# 1. PLACEMENT POLICY

## 1.1. Objective of the Placement Department

The objective of Chetana's Placement Cell falls in alignment to the Institute's overall goals to create corporate ready- Ethical leaders of tomorrow. Furthermore, the objectives as classified as below:

- To act as a link between students, alumni and employers
- To assist students in obtaining suitable career opportunities and also coordination for all activities related to recruiting organizations, for their Summer and well as Executive Placements.
- To guide and assist students develop/clarify their career goals- short term and long term, through mentoring and counselling sessions which are conducted in group as well as individually.
- To enable students to be corporate ready and provide various platforms for grooming, facilitated by Industry Stalwarts, Alumni and Faculty.

*Nandita Mishra*



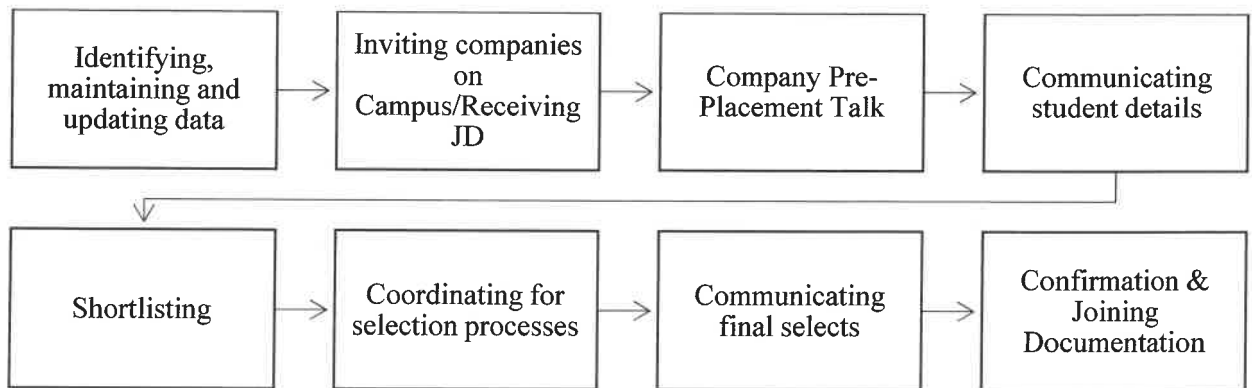
## 1.2. Functions of the Placement Department:

- Resume Building
  - Alumni Mentoring
  - Sectoral Briefings by Alumni
  - Sectoral Briefings by Industry
  - Guest Lectures by Alumni
  - Guest Lectures by Industry
  - Mock GD and PI by Alumni
  - Mock GD and PI by Industry
  - Mock GD and PI by Faculty
  - Alumni Mentoring
- Arranging and coordinating different training workshops for students.
  - Frequent interaction / sessions with students to guide and counsel them for their summers and executive placements and also to solve their queries.
  - Extending Invitations to Alumni and Corporate Representatives for various events such as:
    - Convocation
    - Value Add Sessions
    - Institute Events- Elixir, Arthanaad, Vipanan, Competitions etc.
    - Transition, Induction, Conference, Vivas etc.

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### 1.3. Summer and Executive Placement Process:



### 1.4. Placement Rules and Regulations:

The students have to abide by the under mentioned rules in order to continue to be eligible for the Campus Placement Program. These rules are elaborated below:

#### Campus Placement Program Protocol & Rules

1. All students are responsible for submitting their CVs at the specified date and time as mentioned in the notice; no CVs will be accepted beyond the specified date/time.
2. Submission of the CVs by the students to partake in any company process will imply that the student is interested and committed to appear for the selection process (GD/PI etc.), Students who are shortlisted and thereafter fail to appear for GD/PI will be excluded from the overall placement program.
3. Students have to make their CVs in the specified format as directed by the Institute, only then it will be considered for further submission to companies.
4. A student who accepts an offer from a company through the placement program will cease to be placed through the placement program thereafter.
5. In case the Job Profile is not disclosed, the student can reject the offer before selection, i.e. before the interview. If the student fails to do it and receives an offer from the company, he/she cannot reject the offer.
6. Non – compliance would lead to the student being debarred from the placement program. If the student is selected, accepts the offer & then refuses to join the company, the Institute and the HOD placement would have the right to take necessary action as fit.
7. In case a student is shortlisted by a company directly from the placement brochure, those students may either accept or reject the offers from that particular company. The decision

*Nandita Mishra*



shall have to be communicated to the placement department or company concerned accordingly.

8. In case of a company directly communicating any information with the student regarding their selection process (GD/PI, etc.) or any other process, the student is required to inform the same to the placement department. This is in view of maintaining effective communication channels between students and placement coordinators
9. Email Address [placement@cimr.in](mailto:placement@cimr.in) to be kept in CC for any email communication with the company representative or HR.

**Rules concerning Online/Offline Placement Activities including GD/PI Process/Company Pre-placement Talk /Alumni Briefing/Guest Lecture:**

10. The dress code for students while appearing for PPT/GD/PI or any virtual placement activity will be as follows:

**For Female Students:**

- Institute formal attire (White Shirt with straight point collar, Black Blazer, Black Formal Trousers, and Closed-Toe Shoes)
- Hair neatly tied (Hair should not be covering the forehead of the student) and no visible tattoo are allowed.

OR

- Indian formal attire (Kurti with  $\frac{3}{4}$  Sleeves with length below knees, Dupatta and Churidar)
- Hair neatly tied (Hair should not be covering the forehead of the student) and no visible tattoo are allowed.

**For Male Students:**

- Institute formals (White Shirt with straight point collar, Maroon/Red coloured Tie, Black Blazer, Black Formal Trousers and Black Formal Shoes)
- Clean Shaved, well-groomed Hair (Hair should not be covering the forehead of the student) and no visible tattoo are allowed.

OR

- Formal Attire (Tucked in Formal Plain and Solid Shirt with Formal Trousers)
- Clean Shaved, well-groomed Hair (Hair should not be covering the forehead of the student) and no visible tattoo are allowed.

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11. Students are required to join all the scheduled virtual activity 15 Mins prior to the details mentioned in the respective notice (Date, Time, Links etc.)
12. Student's User Name for all virtual placement activities should be mentioned in the following format:  
**<FIRSTNAME> <LASTNAME>** Eg: John Mendis
13. By default, in a virtual placement process/session, students need to keep their microphones on mute while not in use, and Cameras to be on at all times throughout the session compulsorily
14. Students are required to consider clarity, visibility, and the angle of the camera during the session along with a neutral background without any virtual background, for your attendance to be considered regarding that particular session
15. Students observed using Mobile Phones or doing any other activity during the placement session other than participating in the session will be marked absent
16. Any issues regarding internet connectivity, camera, phone and microphone, must be checked prior to the sessions, and any problems recognized shall be communicated to the placement department
17. Students must be present throughout the session and not in piecemeals, till the end of the session is declared by the placement department
18. Students who do not attend 3 placement activities as per the prescribed platform, date, and time and in line with mentioned rules will be excluded from the overall placement process
19. Notices/Messages/Details/Links, used for communicating important details of any virtual placement session, should strictly not be forwarded to anyone, as it will be considered as a misconduct and actions may be taken accordingly
20. In case you are in the process of applying for placements on your own (not through campus) please be informed of the below details:
  - a. You are required to keep placement department informed about the selection process and timelines
  - b. In case you are placed from the external organization where you have applied, you need to communicate the same at earliest, so that we can consider your candidature as placed for our reference to placements.
  - c. In case you have applied for a company from campus, alongside off campus, please note that if we receive your selection status from the company through campus first, we will consider you placed from campus and you will be required to join that organization.

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**Additional rules to be followed during Group Discussion/ Interview:**

21. Students are required to actively check Calls, WhatsApp and Emails for notices and updates. In case a student is unable to do so shall receive a warning initially. If the misconduct continues, then the institute will take a disciplinary action as seems fit.
22. After the selection process of each company, every student who attended the activity is required to produce a report of the session in Word file adhering to the standard format.
23. Attendance for the Pre-Placement Talks (PPT) is compulsory for all students of the respective Specialization, irrespective of the fact that some students may not be interested to apply for the company. Students who fail to appear for the PPT at the communicated date, and time will not be permitted to appear for the subsequent GD / PI of the company in question, and will not be allowed to apply for **three** companies
24. Students who are short listed by companies must complete their recruitment process, If the student does not attend the interview and does not inform the Placement Department, he/she will be excluded from the placement process as this will be considered as a misconduct
25. If the student does not attend the interview but informs the Placement Department about the same before the interview, then the final decision will be left to the Placement Department regarding the same.
26. Once the list of companies is drawn by the placement coordinators, no student shall approach such companies as mentioned in the said list for his/her own recruitment purpose. Such canvassing will result in the student being excluded from the placement program.
27. All Notices and Messages which are put in the placement communication groups for the information of students will be deemed to have been communicated to all the students.
28. There should be no direct contact with HR related to joining date and offer letter, if you do so then you are solely responsible for the consequences seems fit by the placement cell.
29. In case of any doubts or queries, please feel free to reach out to any of the student placement coordinators and Placement Faculties

**Dr. Neena Katkar**

**Head of the Department**

**Placements and Corporate Relations**



**Dr. Nandita Mishra**

**Director**

23/7/2024