

RAMAIAH INSTITUTE OF MANAGEMENT (MSRIM)

Final Year Placement Policy: 2025–27 Batch

(Validity: 1st September 2026 to 31st July 2027)

Introduction

The campus placement programme at MS Ramaiah Institute of Management is a facilitative service offered to second-year MBA students across all specializations. The Career Guidance and Placement Assistance Cell (CGPAC) serve as the interface between students and recruiting organizations, coordinating campus recruitment and supporting students through career guidance, skill development, and employability enhancement initiatives.

The Institute strives to provide eligible students with diverse placement opportunities. However, the CGPAC functions solely as a facilitator and does not guarantee placement. Final selection decisions rest entirely with the recruiting organizations.

This Placement Policy outlines the guidelines, procedures, and code of conduct governing the campus placement process. It covers the following areas:

- A. Student Eligibility
- B. Placement Process
- C. Salient Features
- D. Attendance Policy for Placement Eligibility
- E. Off-Campus Interview Policy
- F. Interview Process
- G. Debarment from the Placement Process
- H. Other Key Guidelines
- I. Formal Attire and Grooming Policy
- J. Interaction Between Recruiters and Students
- K. Amendments to the Placement Policy
- L. Interpretation and Final Authority

A. Student Eligibility

To participate in the campus placement process, students must meet the following eligibility criteria:

- a) Attain a minimum cumulative **CGPA of 6.0** at the commencement of the campus placement process.
- b) Have **no active backlogs** in the PGDM programme at the time of participating in campus placements.
- c) Secure a minimum of **90%** in the **Placement Training Programme** conducted by the Institute.

B. Placement Process

B.1 Modes of Campus Recruitment

The CGPAC facilitates campus recruitment through the following modes in coordination with recruiting organizations:

- **On-Campus Recruitment:** Recruiters conduct the complete selection process, including assessments, group discussions, interviews, and final selection at the Institute with logistical support from the CGPAC.
- **Pool Campus Recruitment:** Recruiters may conduct a common selection process for students from multiple institutions. You will/may participate alongside candidates from other institutions at the designated venue.
- **Company-Site Recruitment:** Recruiters may invite shortlisted students to their premises to participate in the selection process.
- **Virtual Recruitment:** Recruiters may conduct online assessments, interviews, or other selection activities through virtual platforms.

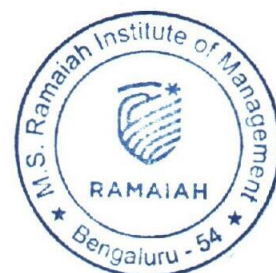
Note: All recruitment opportunities facilitated by the CGPAC, irrespective of the mode of recruitment, shall be governed by this Placement Policy.

Important: Students who accept an offer through the campus placement process are expected to honour their commitment and are strongly discouraged from pursuing alternative employment opportunities thereafter, as such actions may adversely affect the Institute's relationship with recruiting organizations.

B.2 Registration Process

- Job opportunities will be regularly posted on the POD Portal, with notifications sent via email and the POD app. Students are responsible for checking updates regularly.
- Interested students must apply individually for each opportunity by completing the prescribed application process within the stipulated deadline.
- Students are required to complete their registration along with a declaration/undertaking with the Placement Cell by the end of August.
- Upon registration, participation in all placement activities is mandatory unless the student formally opts out in writing.

Note: Students planning to pursue entrepreneurship or higher studies must formally inform the CGPAC and officially opt out of the placement process.



B.3 Job Offers, Pre-Placement Offers (PPOs) and Offer Annulment

- All job offers, including **Pre-Placement Offers** extended on the basis of internship performance, must be formally communicated to the CGPAC through an official offer letter, recruiter communication, or authorized email.
- All offers are subject to the student's successful completion of the PGDM programme and fulfilment of all academic requirements without any active backlogs, in accordance with the recruiting organization's eligibility criteria.
- In the event of non-completion of the programme, academic backlogs, or any other condition that renders the student ineligible, the recruiting organization reserves the right to withdraw or annul the offer. In such cases, the Institute shall not be obligated to extend any further placement assistance.
- **Dream Company Option:** A student who has already secured a placement offer may be permitted to participate in the recruitment process of one Dream Company, subject to the eligibility criteria of the recruiting organization and the approval and discretion of the CGPAC.

B.4 Application and Joining Criteria

1. Students registered for the campus placement process are expected to actively participate by applying to a maximum of **five (5) eligible companies in succession**, based on their specialization and eligibility criteria. Once shortlisted, they are required to participate in the complete recruitment process, including the final interview.
2. A student who, without a valid reason approved by the Placement Office, fails to apply to five (5) consecutive eligible companies aligned with his/her specialization shall be deemed **not interested in campus placements**. Such students may be withdrawn from the active placement pool, and their resumes shall not be forwarded to subsequent recruiters unless otherwise approved by the CGPAC.
3. **Job Location and Relocation Policy:** Students are encouraged to evaluate employment opportunities based on job profile, learning potential, career growth, and organizational fit rather than solely on initial compensation or location. Campus placement opportunities may arise from organizations located anywhere in India. Students registering for the placement process are expected to be willing to relocate in accordance with the employer's requirements. Those unwilling to relocate are advised not to register for campus placements. Refusal to join or relocate after accepting a job offer shall be treated as a violation of the Placement Policy and may result in permanent debarment from future placement assistance.

4. Students are expected to make informed career decisions by researching prospective employers through their official websites, participating actively in Pre-Placement Talks, and seeking guidance from the CGPAC, faculty members, alumni, mentors, and other relevant stakeholders. Students are responsible for understanding the job profile, compensation structure, work location, career progression, service agreement/bond, and other employment terms before applying for any position.

B.5 Offer Acceptance and Joining

- Students who are required to join an organization before the completion of the Final Trimester examinations must obtain a No Objection Certificate (NOC) from the Institute, submit all required documents (including the employer's offer letter and any relieving or other relevant documents, where applicable), clear all academic and administrative dues, and complete all prescribed formalities before joining. Failure to comply with these requirements may result in disciplinary action, withholding of academic records (including transcripts and degree certificates), and/or such monetary penalty as may be prescribed by the Institute.
- Students must communicate their acceptance or rejection of a job offer within the timeline specified by the recruiting organization or the CGPAC. Once a job offer has been accepted, it shall be treated as final and binding. Withdrawal from an accepted offer, refusal to join without a valid reason accepted by the Institute, or failure to report for joining as per the employer's instructions shall constitute a serious violation of the Placement Policy and shall result in permanent debarment from all placement assistance and campus recruitment activities. The student may also be liable for any additional action considered appropriate by the Institute.
- Students are responsible for completing all pre-joining formalities and reporting for duty on the date specified by the employer. Failure to comply with the employer's joining requirements without a valid and documented reason may attract disciplinary action under the Placement Policy.

B.6 Resume Guidelines

- e) Only resumes prepared in the prescribed Institute format and duly verified by the CGPAC shall be accepted for participation in the campus placement process.
- f) Students are solely responsible for ensuring the accuracy, completeness, and authenticity of all information provided in their resumes, cover letters, application forms, emails, interviews, and any other communication with prospective employers.
- g) Submission of false, fabricated, misleading, or incomplete information, including misrepresentation of academic credentials, work experience, internships, certifications, achievements, skills, or any other credentials, shall be treated as a serious violation of the Institute's Rules and Regulations. Any such act may result in immediate disqualification from

the ongoing recruitment process, permanent debarment from campus placement activities, and such disciplinary action as deemed appropriate by the Institute.

- h) The Placement Office reserves the right to verify any information furnished by students at any stage of the placement process. In cases of discrepancies or violations of this policy, the CGPAC may take appropriate disciplinary action. The decision of the CGPAC in all such matters shall be final and binding.

B.7 Work Experience and Lateral Placement

- i) A student shall be considered eligible for **lateral placement opportunities** if he/she possesses a minimum of 12 months of full-time post-qualification relevant work experience as on the date specified by the recruiting organization or the Placement Office. Such experience must be supported by valid documentary evidence, including a service certificate, experience certificate, or other documents acceptable to the CGPAC.
- j) The relevance of a student's prior work experience shall be determined based on its alignment with the job role, functional area, and the student's MBA specialization. While recruiters may consider both overall professional experience and domain-specific experience, relevant work experience is generally accorded greater weight than general work experience.

Illustrative examples:

- *A student with prior experience in Sales and Marketing who specializes in Marketing shall ordinarily be considered to possess relevant work experience.*
 - *A student with prior experience in Production/Operations who specializes in Finance shall ordinarily be considered to possess general work experience rather than relevant work experience.*
- k) The CGPAC shall make reasonable efforts to identify and facilitate suitable lateral placement opportunities for eligible students. However, the final selection, compensation package, designation, and other terms of employment shall be determined solely by the recruiting organization. Students are expected to negotiate salary and employment terms directly with the employer wherever such negotiations are permitted.

C. Salient Features

- Each student is eligible to secure only **one confirmed job offer** through the campus placement process.
- Once a student receives and accepts the first job offer, he/she shall be considered out of the campus placement pool and will not be eligible to participate in subsequent placement opportunities.
- Students are expected to apply judiciously and selectively for job opportunities that align with their career interests, specialization, and competencies. Indiscriminate applications or

applications made without genuine intent to join are strongly discouraged, as they may reduce opportunities for other eligible students and affect the Institute's relationship with recruiters.

- A job offer accepted by a student is considered **final and binding**. Students are expected to honour their commitment to the recruiting organization. Any student who declines, withdraws from, or reneges on an accepted offer shall be permanently debarred from all further placement assistance and campus recruitment activities.

D. Attendance Policy for Placement Eligibility

- As stipulated in the Student Handbook, students must maintain a minimum of 80% attendance in all academic courses.
- A minimum of 85% attendance is mandatory for all regular training sessions, workshops, and placement preparation activities organized by the Placement Department.
- 100% attendance is compulsory for all special training sessions, pre-placement orientations, and company-specific preparation programs conducted prior to the campus recruitment process of a particular recruiter. By applying for a company's recruitment process, a student is deemed to have agreed to attend all such mandatory sessions organized by the Institute.
- Failure to comply with the above attendance requirements shall invite disciplinary action, which may include suspension or debarment from the campus placement process, as determined by the CGPAC.

E. Off-Campus Interview Policy

Students shortlisted for off-campus interviews through the CGPAC must:

- Confirm their participation by email within the prescribed timeline.
- Attend the interview as scheduled.
- Inform the CGPAC of the interview outcome immediately after the interview.

Attendance exemption for the interview period will be granted only to students who comply with the above requirements.

Failure to confirm participation, absence from the interview after confirmation without a valid reason, or failure to update the CGPAC shall result in denial of attendance exemption and may invite disciplinary action, including restriction from future placement activities.

Students attending walk-in interviews or independently arranged off-campus recruitment processes shall not be eligible for attendance exemption or attendance support from the Institute.

F. Interview Process

- 1) Students are solely responsible for monitoring all placement-related communications, application deadlines, and recruitment schedules. They must ensure timely submission of

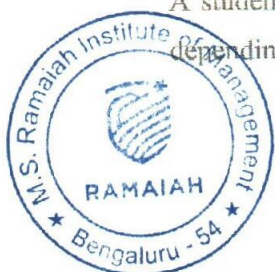


applications and compliance with all prescribed deadlines. Under no circumstances will application deadlines be extended.

- m) Once a student registers or applies for a company's recruitment process, participation in all stages of that process is mandatory. This includes, but is not limited to, the Pre-Placement Talk (PPT), aptitude tests, group discussions, technical/HR interviews, assessments and any subsequent selection rounds, whether conducted on-campus or off-campus, until the recruitment process is formally concluded.
- n) Failure to attend the Pre-Placement Talk, any scheduled assessment, interview, or any other recruitment activity after registration, or withdrawal from the recruitment process without prior approval and a valid reason, shall be treated as a breach of the Placement Policy and may invite disciplinary action.
- o) Such conduct adversely affects the Institute's professional relationship and credibility with recruiting organizations and may reduce placement opportunities for other students.
- p) Students found violating the above provisions may be suspended from participating in the campus placement process for a minimum period of **30 (thirty) days**, or for such period as deemed appropriate by the CGPAC. For a first-time violation, the suspension may be reviewed after the completion of the 30-day period upon:
 - a recommendation from the Academic Mentor and/or the CGPAC; and
 - submission of a written undertaking by the student affirming that such misconduct will not be repeated.
- q) A second or subsequent violation of the above provisions shall result in **permanent debarment** from all campus placement activities. The decision of the CGPAC in such matters shall be final and binding.
- r) Students are advised to seek clarification regarding the compensation structure (CTC), job profile, work location, service agreement/bond, probation period, career progression, and any other terms and conditions directly from the recruiting organization during the Pre-Placement Talk or other official interactions before participating in the selection process.
- s) A student who is unable to participate in any stage of a recruitment process due to a genuine medical or personal emergency must inform the CGPAC only through email at least 24 hours in advance. In exceptional circumstances where prior intimation is not possible, the student must notify the CGPAC at the earliest opportunity and provide appropriate documentary evidence. The CGPAC reserves the right to accept or reject such requests.

G. Debarment from the Placement Process

A student may be debarred from the campus placement process, either temporarily or permanently, depending on the nature and severity of the violation, for any of the following reasons:



- Engaging in misconduct, malpractice, or any unethical behaviour during the placement process or recruitment events.
- Providing false, fabricated, misleading, or incomplete information in resumes, application forms, supporting documents, interviews, or any other communication with prospective employers.
- Withdrawing from or rejecting a job offer after formally accepting or confirming the offer.
- Failing to attend any stage of the recruitment process, including interviews, after confirming participation, without prior approval from the CGPAC or a valid documented reason.
- Displaying unprofessional, unethical, or inappropriate conduct during any stage of the recruitment process, where such conduct is reported by the recruiting organization and found to be substantiated by the CGPAC.
- Violating any provision of the Institute's Placement Policy or any instructions issued by the CGPAC from time to time.

The nature and duration of the debarment shall be determined by the CGPAC based on the facts and circumstances of each case. The decision of the CGPAC shall be final and binding.

H. Other Key Guidelines

- The CGPAC shall endeavour to conduct the campus placement process in a fair, transparent, and impartial manner. Students are expected to cooperate fully with the CGPAC and recruiting organizations and to conduct themselves professionally throughout the placement process.
- All students of the PGDM 2025–2027 Batch shall be classified as **Alumni** of the Institute with effect from 31 July 2027, irrespective of their placement status.

I. Formal Attire and Grooming Policy

To uphold the professional image of the Institute and meet the expectations of recruiting organizations, all students are required to adhere to the following dress code and grooming standards during all placement-related activities, including training sessions, Pre-Placement Talks, assessments, interviews, and other recruitment events conducted on-campus or off-campus:

- **Business Attire:** Formal business attire is mandatory. Students shall wear a formal blazer and trousers (or other Institute-approved formal business attire). Male students are required to wear a formal necktie unless otherwise specified by the recruiting organization or the CGPAC.
- **Personal Grooming:** Students shall maintain a neat, clean, and professional appearance at all times. Male students are expected to be clean-shaven or maintain a well-groomed beard or moustache, if permitted by the CGPAC or the recruiting organization.
- **Hair:** Hair shall be neat, tidy, and appropriately groomed. Students with long hair are advised to keep it neatly tied during interviews and formal recruitment events.

Makeup and Accessories: Makeup, jewellery, perfume, and accessories, if worn, should be minimal, professional, and not distracting.



- **Footwear:** Formal closed-toe leather or leather-finish shoes are mandatory. Sports shoes, slippers, sandals, sneakers, and other casual footwear are not permitted unless specifically approved.

Failure to comply with the prescribed dress code and grooming standards may result in a student being denied participation in the placement event until the required standards are met.

J. Interaction Between Recruiters and Students

- t) During the campus recruitment process, all official communication between students and recruiting organizations shall ordinarily be routed through the CGPAC.
- u) Students shall not initiate direct communication with recruiters regarding interview schedules, selection status, compensation, negotiations, or any other placement-related matters unless specifically authorized by the CGPAC or unless such communication is expressly initiated or permitted by the recruiting organization.
- v) In cases involving extended recruitment processes, offer negotiations, or other sensitive placement-related matters, students must keep the CGPAC informed and seek its guidance before communicating directly with the recruiting organization.
- w) Students are expected to maintain professionalism and courtesy in all interactions with recruiters. Any unauthorized communication or conduct that adversely affects the Institute's relationship or reputation with recruiting organizations may result in disciplinary action, including temporary or permanent debarment from campus placement activities.

K. Amendments to the Placement Policy

The Institute and the CGPAC reserve the right to amend, modify, interpret, or withdraw any provision of this Placement Policy at any time, as may be considered necessary in the interest of students, the Institute, recruiting organizations, or in response to changing market conditions. Any such amendments shall take effect from the date notified by the Institute.

L. Interpretation and Final Authority

In the event of any dispute, ambiguity, or matter not expressly covered under this Placement Policy, the interpretation and decision of the **Dean, MSRIM**, in consultation with the CGPAC, shall be final and binding on all students.

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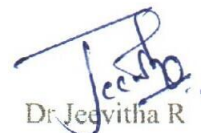


Dr. Geetha Rajaram

Dean

Date: 11.07.2026

Place: Bengaluru



Dr. Jeevitha R

Head Placements