

Policy on Placements

Introduction:

Campus placements at MS Ramaiah Institute of Management are extended as a facilitative service for second-year students across all specializations. The Placement Office functions as a liaison between students and potential recruiters, working to create meaningful employment opportunities. In addition to coordinating placement-related activities, the office supports students in enhancing their employability through structured training and skill development programs.

It is important to note that the Placement Office's role is to enable and support career opportunities; however, it does not guarantee placement for any student.

This document outlines the policies and code of conduct governing and guiding the following aspects of the campus placement process:

- A) Student Eligibility
- B) Placement Process
- C) Salient Features

A) Eligibility

1. Students must achieve a minimum cumulative CGPA of 6.0 by the commencement of campus placement activities.
2. Students must not have any active backlogs in their PGDM program at the time of participating in placements.
3. Students are required to secure a minimum score of 60% in the Placement Training Program to be eligible for placements.
4. All outstanding fees must be cleared by the due date, prior to attending any placement interviews.

B) Placement Process:

1. Types of Campus Placements:

The Placement Office facilitates multiple modes of recruitment in coordination with recruiting organizations. These include:



- **On-Campus Placement:** Companies visit Ramaiah campuses to conduct the complete recruitment process, including tests, interviews, and final selection, with full support and infrastructure provided by the Placement Office.
- **Pool Placement (at Ramaiah or Non-Ramaiah Campuses):** Certain companies prefer conducting a combined selection process involving students from multiple institutions. Students from MS Ramaiah Institute of Management will compete alongside participants from other colleges/universities at the designated venue.
- **Company-Site Placement:** Some organizations may invite shortlisted candidates to their own premises for assessments, interviews, and interactions with senior leadership.
- **Remote/Virtual Placement:** In some cases, companies conduct their selection processes online through tests and video/audio interviews due to logistical constraints or high applicant volume.

Note: All placement opportunities facilitated by the Placement Office whether on-campus, pool, at company premises, or virtual are governed by the institute's Placement Policy.

Important: Students selected through the on-campus process are strongly discouraged from pursuing off-campus opportunities, as it may negatively impact the institute's relationship with recruiting organizations.

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, typically by submitting an online application linked in the job posting email.
- Students are required to complete their registration along with 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 Placement Cell and officially opt out of the placement process.



3. Job Offers, Pre-Placement Offers & Annulment Policy:

All job offers, including pre-placement offers (PPOs) extended based on a student's performance during internships, must be formally communicated to the Placement Cell through written offer letters, feedback forms, or official emails. These offers are conditional upon the successful completion of the PGDM program without any backlogs. In case of non-completion or academic delays, companies reserve the right to annul the offer, and the institute will not provide further placement support.

- Dream company option – One Dream option will be given as per the Discretion of Placement department.

C. Salient Features:

- Each student is eligible for only one confirmed job offer through campus placements.
- Once a student gets the first offer, he/she would be deemed out of Placement pool.
- Students must apply thoughtfully and selectively, focusing on roles aligned with their interests and specialization. Applying indiscriminately or without genuine interest is discouraged, as it may limit opportunities for other eligible candidates.
- Accepted offers cannot be rejected. Students who decline an accepted offer will be permanently debarred from further placement support.

1. Attendance Policy:

- a) As already mentioned in the student handbook a minimum of 80% attendance in all academic course classes.
 - b) A minimum of 85 % attendance is compulsory for regular training sessions organized by placement department.
 - c) 100 % attendance for special training and orientation programs conducted before the visit of specific companies. By applying to a company, a student is deemed to have agreed to attend the special training sessions organised by the institute for the campus interview event of that company.
- *Any student not adhering to the above attendance norms will invite penal action, which could include being barred from placement.*



d) Off-Campus Interview Policy:

Students shortlisted for off-campus interviews must confirm by email, attend the interview, and update the Placement Cell to receive permitted attendance.

Failure to follow this process or missing the interview after confirmation will lead to loss of attendance and disciplinary action.

Walk-in interviews attended independently are not eligible for attendance support.

2. Interview Process:

- a) It will be the sole responsibility of the student to keep track of various deadlines and adhere to the same while applying for companies. Deadlines Will Not Be Extended Under Any Circumstance
- b) Once a student applies for a company or attends any part of its recruitment process, it is mandatory to participate in all associated activities—including the Pre-Placement Talk, on-campus or off-campus interviews, and any subsequent rounds—until the process reaches its logical conclusion.
- c) Failure to attend the Pre-Placement Talk or any scheduled recruitment event after registration will be treated as misconduct. Similarly, dropping out of the interview process midway without valid reasons will attract serious penal action, including being barred from all future placement activities.
- d) Such actions not only reflect poorly on the student but also cause irreparable damage to the institute's reputation in the eyes of recruiters.
- e) Consequently, students engaging in such behaviour will be suspended from the placement process for a minimum period of 30 (thirty) days or as deemed appropriate by the Placement Office. However, for a first-time offence, the suspension may be revoked after 30 days based on a recommendation from the academic mentor or the Placement Office, along with a written undertaking from the student not to repeat the misconduct.
- f) Any repetition of the same will result in permanent debarment from the placement process. All decisions made by the Placement Office in this regard will be final and binding.



- g) Students should seek all clarifications such as break-up of the salary offered, job profile,
- h) place of work, bond details etc., with the company representatives during the PPT.
- i) If a student is unable to attend the placement process after applying for a company because of an emergency, she/he must inform directly to Placement's Office only via email at least 24 hours in advance.

3. Application and Joining Criteria:

- a. Each student is permitted to apply to a maximum of 5 eligible companies in succession and must attend the final interviews.
- b. If a student does not apply to 5 eligible companies successively as per his/her specialization it would be assumed that he/she is not keen on placement and he/she would be classified as a student not interested in placements. His/her resume shall not be forwarded to companies thereafter & he/she will be removed from the placement activities.
- c. **Job Location & Relocation Policy:**

Students are encouraged to prioritize job content, learning opportunities, and career growth over initial salary or location. Placement opportunities may arise from companies across India, including metro cities and other regions. Registered students must be willing to relocate as per the company's requirements. Those unwilling to relocate are advised not to register for placements. Refusal to relocate after selection will lead to blacklisting from all future placement opportunities.
- d. Students are advised to research companies by visiting their websites, attend pre-placement talks for job insights, and seek guidance from placement office, faculty, counsellors, alumni, and peers to make informed career decisions.
- e. **Offer Acceptance and Joining:**
 - Students joining a company before the Final Trimester exams must obtain a No Objection Certificate (NOC), submit a relieving letter, and clear all dues in advance. Non-compliance may lead to disciplinary action, withholding of degree/transcripts, and a monetary penalty as decided by the Institute.



- Withdrawing an accepted job offer is a serious violation of institute policy and will result in immediate debarment from the placement process. Students must accept or reject offers within the specified timeline, and once accepted, any withdrawal without valid reason may lead to blacklisting. All joining formalities and dates must be strictly followed as per the employer's instructions.

4. Resume Guidelines

- (a) Only institute-verified resumes (in the prescribed format) will be accepted for the placement process.
- (b) Students are solely responsible for the accuracy and authenticity of the information provided in their resumes, cover letters, emails, interviews, or any other form of communication.
- (c) Purposefully providing false or misleading information or misrepresentation in any form is a serious breach of the Institute's Rules and Regulations. Such violations may lead to immediate disqualification and debarring from the placement process.
- (d) The Placement Office holds the authority to take appropriate action in such cases, and all decisions made by the Placement Office will be final and binding.

5. Work Experience and Laterals:

- (a) A student is considered a lateral if he/she has equal to or more than 12 months of experience. This experience should be supported by a service certificate.
- (b) While companies would look for a mix of general experience and relevant experience, as a direction, relevant experience would be given more weightage than general experience.
E.g.1: - A student having prior Sales/Marketing experience and specialising in Marketing would be deemed to have relevant experience.
E.g.2: - A student who has production experience and specialising in finance would be deemed to have general experience and not relevant experience.
- (c) The Placement Cell would work to get appropriate options for laterals. However, Salary Negotiation for the lateral positions should be done by the students themselves.

6. Blacklisting Criteria:

A student may be blacklisted from the placement process for the following reasons:

- Misconduct/Malpractice during recruitment events.
- Providing false information in resume or interviews.
- Rejecting an offer after confirmation.
- Failing to report for an interview after confirmation without prior intimation.
- Poor conduct as reported by recruiters.

7. Other Key Guidelines:

- While the placement cell shall ensure the whole exercise is carried out in a fair and transparent manner, the students are advised to be responsible and co-operative during the whole process.
- All 2024-26 batch PGDM students will be classified as Alumni after 31st July, 2026.

- **Formal Attire & Grooming Policy:**

To uphold the institute's image and meet recruiter expectations, all students must adhere to the following grooming standards during placement-related events (on or off campus):

- **Attire:** Formal business wear is mandatory — blazer and trousers for all; necktie required for male students.
- **Grooming:** Male students must be clean-shaven; beards and stubble are not permitted.
- **Hair:** Female students must keep hair neatly tied and secured.
- **Makeup:** Subtle makeup only; loud or flashy makeup is discouraged.
- **Footwear:** Only formal leather shoes are allowed; sports shoes, slippers, or casual footwear are not permitted.

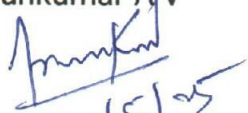
8. Interaction Between Recruiters and Students:

All communication to companies from students and from companies to students should be only through the placement cell during the campus selection process and thereafter till the student joins the company or in rare cases declines the offer. In case of extended selection processes and in case of any sensitive issues students are strictly advised not to communicate with the company



directly. If any student is found to violate this guideline, he/she is likely to be debarred from all future placement activity.

9. The Institute and the placement cell reserve the right to make changes in the policy from time to time for the larger benefit of students as well as to be sensitive to actual market realities.
10. In the event of any contentious issues, the decision of the Dean, RIM would be final and binding.

| | | |
|------------------------|-----------|--|
| Approved and issued by | Name | : Dr. Arunkumar A V |
| | Signature | :  |
| | Date | : 02/5/25 |

