

RAMAIAH INSTITUTE OF MANAGEMENT (MSRIM)

Final Year Placement Policy: 2020-22 Batch
(Validity: 1st September, 2021 to 30th April, 2022)

Placement Policy

Definitions and Explanations:

- A. **Fresher** – A student with less than 12 months experience or any student who has just completed his/her graduation or Post graduation
- B. **Lateral** – A student with 12 months corporate work experience or more. All work experience needs to be supported by a service certificate. Students who have worked in their family business /proprietary businesses for more than 12 months will not be considered as laterals. They are welcome to mention the work experience in their profiles and resumes. They would still be considered as freshers and listed as freshers.
- C. **Specializations** – Students can choose one specialization as their desired placements. E.g. Marketing and Finance. Students are advised to judiciously choose their primary specialization to be get placed and confirm the same through the placement registration form provided. The placement cell would validate student specializations based on the information on self, given by the student in the placement registration form by verifying the same with the information provided by our Academic Head.
- D. **Eligibility Criteria for college placements** –
1. Student should get an aggregate of 5.5 CGPA by the time of campus placements.
 2. Student should not have any backlog subjects in PGDM.
 3. Student should secure a minimum of 50 % score in Personal Growth Lab (PGL).
 4. Semester Fees: All fees should have been paid to the institute by the due date as on the date of attending the interview.
- E. **Placement Process** – It is the process by which a student gets selected by the company which he/she applies. It commences with the sending of the resume/XL Tracker in response to the company's requirement as per the recruitment template, follows through the selection process specified the company which comprises Pre-placement Talk, Aptitude Test, Group Discussion and Personal Interview till the time the final offer is rolled out. In the current scenario students would be expected to be prepared to go through any or all of the above mentioned processes virtually.

Students are also advised to keep their video resumes ready before the commencement of the placement season.

- F. Job Offer – A statement of selection of the student by a particular organization provided in writing to the Placement cell. This includes the Placement offer and feedback form filled by the company and given to the placement cell as well as email confirmations from the organization. This includes Pre-placement offers.
- G. Pre-Placement Offer – An offer obtained by a student by virtue of his/her exemplary performance in his/her summer internship from the same company where he/she pursued the internship.
- H. Dream company option – As per the Placement Registration form, we are advising students to write 2 Dream company options.
- I. Annulment of offer due to non-completion of course/backlogs – Companies Job Offers are subject to successfully completion of PGDM Program without any backlog. Offers can be cancelled by companies if students do not complete the course in the stipulated time. In the past, 30 students were faced with a potential annulment/rescinding of offer since they had back logs even after the academic session was over.

Salient Features of the Placement Policy:

- 1. A Student can get a maximum of One Confirmed Offer.
- 2. Once a student gets the first offer he/she would be deemed out of Placement pool. He/She would be eligible for an unclassified company as mentioned below
 - Availing Dream company option – All the eligible students can avail dream company option after placed with Non Dream Company, irrespective of the CTC as mentioned by student in placement registration form.
- 3. If a student applies for a company with lesser CTC after the first offer he/she would be considered to be out of placement pool with immediate effect.
- 4. This will hold good even for pre-placement offers. A pre-placement offer is one that comes in writing.
- 5. Students are advised to be judicious and discreet while applying to companies. They should apply to companies which they are genuinely interested in. Generally they should apply to companies compatible with their choice of specialization.

6. The students are advised to apply to all compatible companies till they receive their offer. By not applying to a compatible company they are denying themselves a good opportunity.
7. The students are also advised not to apply to companies in which they are not ultimately interested. By applying and attending a process of selection of a company which they may not be ultimately interested in, they could be denying an opportunity to another eligible and genuinely interested student.
8. An offer once accepted subject to the above conditions cannot be rejected at a later date. Students who reject an offer earlier accepted by them cannot enter the placement pool again and would be automatically debarred from placements.
9. The placement cell will earnestly try to ensure that all students get a job offer.
10. Students are advised to exercise utmost discretion while applying for the dream option

11. 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.

12. Job Location: Students are advised to look at good job content as the first priority and not be fussy about starting pay and location. We recommend that immediate focus of the students should be on learning opportunities, job content, career prospects and growth.

13. Attendance for regular courses and placement training sessions:

- a) As already mentioned in the Student handbook a minimum of 85% attendance in all academic course classes.
- b) A minimum of 85 % attendance is compulsory for regular training sessions like Personal Growth Lab etc.

- 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 particular company.
- d) Attendance to counselling sessions conducted by the placement cell is compulsory. If a student does not attend counselling sessions it will be assumed that he/she is not interested in placement and their names would be automatically moved to the 'Not Interested in Placements List'

Any student not adhering to the above attendance norms will invite penal action, which could include being barred from placement.

- 14. Students must visit company's website and attend pre-placement talks to get as much information about job content and the company, as possible.
- 15. Students are advised to take help and advice from professors, counsellors, alumni and fellow students and be reasonably clear about their career plans.
- 16. The institute shall on its part request the companies to have an active waiting list, wherever feasible.

17. Interview Processes and Eligibility criteria:

- a) Once a student attends an interview process of the company he/she needs to take it till its logical conclusion. If a student is shortlisted for further round of interviews either in campus or off campus locations he /she is expected to attend the interview compulsorily. Dropping out of an interview process midway before completion will attract serious penal action amounting to being barred from all future placement activities. Students are advised to understand that such moves also cause an irreparable damage and a negative impression of our institute and its students in the minds of recruiters.
- b) If a student does not desire to be considered for placement he/she is advised to communicate the same in writing to the placement cell in the beginning of the first semester of the second year.
- c) 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.
- d) If a student applies to /Registers for 3 eligible companies and does not turn up for pre-placement talks, he/she would be classified as not interested in placements.

However a student is welcome to walk out if he/she is not keen on the profile offered as per the pre-placement talk.

- e) If there is any misbehaviour or indiscipline during the interview process the concerned student would be barred from further placement activity with immediate effect.

18. Attendance for interviews attended at locations other than our Institute:

- a) Once a student applies to or registers for or if he/she is shortlisted for interview at locations other than our institute, attending of interview is compulsory.
- b) In response to the announcement mail the concerned student is expected to confirm by email that he/she would attend the interview.
- c) Those who have confirmed that they would attend the interview at the non-campus location and have actually attended the interview should compulsorily regularize their attendance by applying in the specified format within 24 hours of attending the interview.
- d) Only those students who follow steps b) and c) above would be eligible for permitted (deemed physical) attendance.
- e) Those who confirm by email and don't attend the interview will not get permitted attendance. They will also face penal action vide clause 21 a) above.
- f) Those who do not confirm by email but attend interview will also not get permitted attendance
- g) Students attending walk-in interviews on their own initiative are advised to accommodate the same within their permitted attendance rules. Placement cell would not be responsible for recommending permitted attendance for students attending interview on their own accord.

19. Other Important and Relevant points to be considered:

- a) 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.
- b) All 2020-22 batch PGDM students will be classified as Alumni after 30th April, 2022.
- c) **Formal Attire and Grooming:** It is important to understand that placement events are formal and serious events with no room for casual and informal behaviour. Companies have been providing regular feedback advising students to be well groomed. Keeping in view the recruiters' expectations as well as the image of the institute and the need to maintain the dignity and decorum during the events the following rules will apply to all campus initiated placement events irrespective when they are conducted in our campus or in other locations:

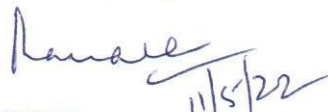
- Formal attire i.e. blazer and trousers for both ladies and gentlemen
- Necktie to be compulsorily worn by gentlemen
- Gentlemen to be clean shaven at all events – No stubbles/beards allowed
- Ladies hair should be tied and fastened neatly
- Loud make up not allowed for ladies
- Formal leather footwear to be worn – No fancy sports footwear or chappals/slippers are permitted for placement events

d) Communication between companies 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.

e) As an evidence of clear understanding between the students and the placement cell and for the benefit of students, all the interested students participating in the Campus Placement Activities are required to fill up the Placement Registration Form. The students are advised to go through the clauses of the registration form and understand them thoroughly.

20. 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.

21. In the event of any contentious issues, the decision of the Director (Academics, Research & Administration), RIM would be final and binding.

Approved and issued by	Name : Dr. Manasa Nagabhushanam
	Signature : 
	Date : 11/5/22

Director
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