

PLACEMENT POLICY & GUIDELINES

The role of the Training and Placement Cell is of a facilitator and counselor for placement related activities. Training and Placement Cell provides 100% placement assistance to all the Registered students as per the norms provided here.

Selection of Companies:

Companies will be invited and scheduled by the Placement Cell on the basis of the following parameters:

- a) Job profile and growth prospects.
- b) The package being offered by the company.
- c) Past record of recruitment at MIIM.
- d) Feedback from the Alumni regarding the company.

Eligibility Criterion:

- a. Student should get an aggregate of 60% & above throughout from SSC onwards.
- b. Student should not have any backlog subjects in M.B.A.
- c. Student should secure a minimum of 60% score in internal marks and soft skill training and mentoring conducted in the institute.

A. GREEN ZONE CANDIDATES. Candidates who fulfill the above criteria will be treated as “GREEN ZONE”, and the institute will put 100% efforts to place all the students who come under GREEN ZONE.

B. YELLOW ZONE Students with a 2nd class or 50% and no backlogs in MBA are treated as in YELLOW ZONE and will also be considered for the placement if they have attended Minimum Two certification programs conducted by the college and satisfactorily completed all training programmes before the commencement of a Drive and the institute can only provide the placement assistance.

C. In RED ZONE Students with backlogs will be in RED ZONE. However, if a particular company allows students with one or two backlog subjects they will be allowed to attend those interviews as a special case only. Necessary placements assistance will be given.

RULES FOR PLACEMENT

1. The placement committee strictly enforces ONE STUDENT ONE JOB OFFER policy
Category of companies and Dream Offer:
The companies visiting the campus are divided in the following three categories:

A) Category-A: Companies offering CTC \geq Rs 4 LPA,

B) Category-B: Companies offering CTC \geq Rs 1.8 LPA; but CTC $<$ Rs 4 LPA,

C) Category-C: Companies offering CTC $<$ Rs 1.8 LPA

a. As soon as the student secures a Job in Category-A, he/she will be out of the Placement Session 2018-19 and will not be allowed to appear for any other company.

b. A student can appear for a Company of Category-A on campus under either of the following cases:

i) Student has not been placed in any Company,

ii) Student has been placed in a company of Category-B and 80% of the students in GREEN ZONE have been placed in his/her respective branch.

iii) Student has been placed in a company of Category-C.

c. A Student can appear for a company of Category-B on campus under cases b (i) or

b (iii).

d. A Student can appear for a company of Category-C under case b (i).

e. In case of student being offered multiple jobs (in different categories), he/she will

be allowed to go only for the last job and any previous offer(s) will stand cancelled.

f. In case of parallel recruitment procedures of two or more companies, if an unavoidable case of clash of procedures arise then a student may be asked to choose

between the companies and hence can only continue in the procedure with the

selected company/companies. No change in decision in this regard will be accepted in

any case after advancement in the selection procedure from that point.

g. Student rejecting an internship offered through Placement Cell is required to inform (in writing through faculty mentor) to the Placement Office. Internships which may lead to a job will also be considered as placement in that company.

2. Students are given choice to choose the company for placement based on their specialization subject to all conditions mentioned above.
3. Once students have given the name for the interview and if they are not attending the interview, they will be blacklisted from attending the rest of the companies.
4. Once student is placed in a company of his/her choice, he/she cannot attend any other interview directed from college whether off campus or on campus. But it is their liberty to search for another better job by his own effort.
5. Any students who withdraws deliberately in the midst of a selection process will be disqualified from placement for the rest of the year.
6. Unauthorized absence for the test/interview will lead to barring from placement.
7. Any student who doesn't want to participate (opt out) in the placement process should write a letter to the placement committee about the reason for withdrawal.
8. Students should be ready to attend any screening programme conducted by placement cell on the request of companies. Shortlisted students list only will be forwarded to companies.
- 9 Dress code - Students must be formally dressed whenever they participate in any sort of interaction with a company. Minimum formal clothes for men includes formal shirt and trousers with tie, and leather shoes. Minimum formal clothes for women include either a pair of Salwar-Kameez (no bunge) or formal shirt and trousers with neck tie.
10. A student who applies and gets selected or shortlisted is bound to go through the entire selection process unless rejected mid way by the companies.
11. All the students will be given equal importance for placement in banks for recruitment like Federal Bank or south Indian Bank irrespective of Job offer in hand. Companies of such status will be decided by placement committee and will be announced as when it is required.

- 12.** Placement season is an ongoing process which starts from November and may go up to September of the next year till the students are placed in various organizations.
- 13.** Placement committee cannot/will not personally recommend to HR of any company for a job offer or placement. It fully lies on the capability of students to crack the selection process.
- 14.** Once the students are placed in a company, they have to submit the photocopy of the offer letter with the placement officer for future reference.
- 15.** Students must keep their Identity Card with them at the time of PPT/Test/Group Discussion/ Interviews, and produce the same when demanded by visiting team or TPC staff or their representatives. Candidates must also always carry 4 copies of their resume and 2 passport size photographs for the GD/Interview of a company.
- 16.** Students should maintain discipline and decorum in every activity during the placement process.
- 17.** Under no circumstances should a student negotiate with a company executive about CTC offered during the course of the selection process. Any student violating this norm will be liable to strict disciplinary action.
- 18.** Any issues to be discussed should be forwarded to the respective Student Placement Representative and it is his/her responsibility to take it up with Placements Cell.
- 19.** It is compulsory for every student to attend the Pre-Placement Talk(PPT) of a company in formals for which he / she has applied otherwise he / she will not be allowed to sit in the placement process of that company
- 20.** Students are expected to maintain decorum in all interactions with company officials such as PPT, written exam and so on. Students should reach for PPT/Test/Group Discussion/Interviews on time. Also Students will not be allowed to leave the Hall before the PPT is completely finished. Any student found violating this will be liable to disciplinary action.
- 21.** Students are not allowed to use mobile phones in the vicinity of a company official and also are forbidden to carry the question paper out of the examination hall after the written exam.
- 22.** Student misbehaving in any manner with staff of Training and Placement Cell and student representatives will be debarred from Placement Session.

23. Correct and verifiable information should be produced in the resume. Any student found violating this rule will be de-registered from the Placement Session.

24. Student found adopting unfair means of any kind in placement procedure of any company the following policy will be adopted: • The student will be debarred from participating in recruitment process of that company and the next 10 companies he/she has applied to and/or shortlisted.

25. The students shall be prepared to attend off campus interviews being arranged by the Placement cell at Hyderabad, Bangalore, Chennai, Pune, Mumbai and Kochi or at any other place as situation demands at their own expenses.

26. Following contingencies may occur:

1. The company may want the selected candidate to complete entire MBA course before joining. That would be the best alternative and supported by the institute in the interest of the company and the student. Students will take full advantage and complete the course in full earnest.

2. Early placement is permitted after the internal examinations of the IVth Sem MBA. However students will be required to Complete IVth sem. and appear in internal exams or complete the assignments with the teacher in order to qualify for award of Degree. Special cases will be considered by Director in consultation with the faculty if the situation demands.

3. Once any student take up a job with any company, it is mandatory for the student to work at least 12 months with recruiter to maintain the relationship of the institute and industry.

27.If market situation and job scenario necessitate a revision in the Placement Policy, it will be done in a manner so as to maximize the benefit to the student community as a whole.

Placement Process

Placement at MIIM is student-driven. The placement committee will make a plan at the beginning of the year and design a placement brochure and disburse it to companies.

It is also important for students to be in touch with the Placement Office, for consultation and any specific individual issues.