

JAIPURIA INSTITUTE OF MANAGEMENT INDORE

Placement Policy

In view of the COVID 19 pandemic situation the placement policy has undergone some changes. Students are given access to the new policy before they appear for the final placement process in Oct 2021.

- i. The institute is committed to provide support in the final placements to all students who have successfully completed their program of studies (PGDM) and also maintain good conduct throughout the program.
- ii. The institute makes every endeavour to invite as many companies as possible for campus placement. Students must be however prepared to go to the company's office or selection venue for any part or the complete selection process as required by the recruiting company.
- iii. All students are required to be well groomed and in institute's prescribed formal for all pre-placement talk as well as the complete selection process whether organized in the campus or the company's office or selection venue. Non-compliance results in debarring the students from joining in pre-placement talk and or appearing for the selection process.
- iv. Attendance in pre-placement talks, personality development and preparatory classes (including mock interviews) is compulsory for all the eligible students.
- v. The CMC of the institute provides only one job offer to each students, after which s/he ceases to be on the list of eligible candidates for placement. Failure to accept the first offer means and implies that the institute no longer extends its placement support to such a student and s/he is required to arrange for final and/or summer placement on his/her own
- vi. The Career Management Centre notifies through an email and on the placement notice board all recruitment requests received from the companies with as much of details as made available. Applications are invited from interested and eligible (as per the criteria, if any, specified by the recruiting company) students. It is the duty of every student to regularly see the email/placement notice board and comply with the announced deadlines. No late applications/requests are entertained.
- vii. The decision to apply for a company by eligible students is purely their own. However, if any eligible students decides not to apply to three companies, s/he disqualifies himself/herself from the placement support of the institute.
- viii. In case of the responses to a recruitment opportunity exceeds the maximum number of applications required by the recruiter or as deemed fit by the CMC, then the selection of number of resumes to be sent is based on CGPA, Employability Assessment Training/Grade, Attendance in pre-placement talks, and personality development and preparatory classes (including mock interviews), and/or any other criteria decided by the CMC. The decision of the CMC is final and binding on all the students.
- ix. It is mandatory for all short-listed students to appear for the selection process/ interview. Any withdrawal/no-show leads to debarment of the students from placement assistance of the institute.
- x. No placement facilitation for a student who:
 - a. Does not attend a process despite nomination has been given.
 - b. Withdraws from the process mid-way.
 - c. Has less than 70% attendance in training sessions being arranged by CMC.

- d. In the placement process, s/he
 - i. Tells the company that s/he does not want to join them.
 - ii. Speaks negatively about the company or the institute.
 - iii. Is found doctoring his/her resume submitted at CMC.
 - iv. Talks directly to the company representative/executive at any time other than pre-placement talk.
 - v. Asks any irrelevant question or behaves in an unacceptable way during the pre-placement talk.
 - vi. Misbehaves with Career Management Centre team.
 - vii. Deliberately jeopardizes any other student's chances of getting selected.

- xi. The students are required to follow a dress code at the time of their placement selection process. In case any student fails to follow the code s/he may not be allowed to appear for the process. The dress code is as follows:
 - a. For girls: Either institute's uniform or black trouser (or black formal executive shirt) with white shirt along with blue scarf or institute's tie/blue tie.
 - b. For boys: Either institute's uniform or black corporate suit, white shirt with institute's tie/blue tie.

- xii. Even after placement every student is required to maintain proper discipline and conduct as per the rules of the institute. In case of any non-compliance or an act of indiscipline, the institute may be constrained to debar the defaulting student(s) from participating in the convocation/write to the company to withdraw the appointment offer or award any other punishment as the institute may think appropriate.

- xiii. Every student has the option of arranging his/her own placement, i.e., opting out of the placement support of the institute. All such requests must be submitted in writing to the Career Management Centre before the commencement of the placement process. In case a student would like to withdraw from the institute's placement support after the commencement of the placement process, s/he may be allowed to do so provided s/he is not amongst students whose interview/selection process is under progress.

- xiv. The institute reserves the right to change/modify any or all of the above stated Placement rules and procedures whenever found necessary. All changes/modifications are communicated to the students.