

# Jaipuria Institute of Management

## Placement Policy

(For all campuses)

### A. Objective

The Placement Policy of Jaipuria Institute of Management seeks to provide a fair and reasonable opportunity to all its students to receive a suitable assistance for their employment according to their Aptitude, Scores, Attendance, Caliber and Competence.

### B. Rationale & Coverage

1. The Placement Process at Jaipuria is based on the principles of Equity, Fair play, Transparency & Objectivity
2. It would involve both on-campus as well as off-campus routes
3. This Policy would cover all students of PGDM (*All Courses*)
4. Placement assistances would be a student driven exercise. The role and responsibility of the placement cell is to facilitate the process of campus placement
5. While an attempt will be made by the institute to check & confirm antecedents of the company, the students are also advised and expected to exercise their judgment and conduct due diligence before applying for any placement process of a company

### C. Ground Rule

To avail campus placement assistance, students would have to first register themselves with the placement Department and accept the terms of undermentioned Placement Policy

1. One-student one-job
2. While registering with placement cell, each student would be required to give two choices of his/her preferred functional area from Finance/HR/Marketing/Operations /Retail/ IT/ etc. However, Students should attempt to appear in maximum companies
3. **A student, who has appeared for 15 attempts but has not been able to get placed, will be put on placement probation**
4. **Such student's placement team mentor will sit with him/her to chalk out his/her placement plan and decide on which next 5 companies the student will apply for**
5. **If the student is still not placed, then he/she will have to appear before VP, Placements and Corporate Relation, who can grant 5 more final attempts after consultation with his/her mentor and placement chair. After these attempts the student becomes ineligible for on-campus placements**
6. Only those registered students would be considered for placement assistance who fulfill all the requirements of the company/placement department/academic score/basic soft skill / attendance in the PDP (personality development program) classes, etc.
7. Students are shortlisted for placement processes by the recruiting organisations. However, in some rare cases where recruiters request the institute to shortlist students on their behalf, shortlisting will be done on the basis of merit, i.e. on the basis of mock recruitment process / CGPA scores & other attributes (IDP Score & Assessment Score, Communication and Presentation Score and Mentors Feedback, etc.)
8. The placement exercise for a student would be considered to have been over and complete once his/her name is conveyed in the list of selected candidates, by a company through email, in writing or offer letter. Student would not be eligible for participating in new or ongoing process after this point except in Dream Company within rules given in point D. However, in cases where multiple processes have been completed and the results

declared subsequently, and the student gets selected in more than one company, the student would have the right to choose a company of his/her choice & convey the same to the placement department within 24 hours of receipt of the second offer

9. Students applying for any company's process is advised to adhere to the given deadlines. His/her application may not be considered after the deadline
10. **(a)** The student of a campus travelling to other campuses/outside for the selection process/campus recruitment would be reimbursed travel fare by AC 3 tier/Chair Car/Deluxe Bus for 5 campus recruitment visits against submissions of bills/tickets, subject to maximum amount as per details given below:
  - Lucknow-Noida & vice versa: Rs. 1100/- plus Rs. 250/visit for local travel expenditure.
  - Jaipur-Lucknow & vice versa: Rs. 1100/-
  - Lucknow-Indore & vice versa: Rs. 1200/-
  - Noida-Jaipur & vice versa: Rs. 1100/-
  - Noida-Indore & vice versa: Rs. 1300/-
  - Indore-Jaipur & vice versa: Rs. 1300/-
  - Students visiting to Mumbai, Kolkata, Chennai & Bangalore Rs. 1500/-

However, if more students are appearing for a process at other campus & a bus is arranged by the campus it would be considered as one visit out of the Five reimbursable visits. No reimbursement for such visits will be given to the students

**(b)** The students travelling for corporate events/campus engagement or presentation to corporates will be eligible for the following reimbursements:

- Travelling allowance: 3<sup>rd</sup> AC/Chair Car
  - Daily Allowance: Rs. 250/day
  - Hotel Accommodation: Rs. 750/day (For metros like Mumbai, New Delhi, Bangalore, Chennai & Kolkata the eligibility will be Rs. 1000/day)
11. Those students, who do not apply for at least 15% campus processes, where they are eligible, by 31<sup>st</sup> December, would be assumed to be not interested in the placement process through campus & no further assistance would be given to them

#### **D. Dream Company**

Considering our student centric approach, we will continue with our concept of Dream Company. As per the Dream Company rule, a student already selected by a company would be allowed to sit for one Dream Company of his/her choice whose package would be a minimum defined CTC or more, subject to the following conditions:

1. Only those students, who have not joined the company where he/she is already placed, can appear for dream company
2. He /She should have a minimum CGPA of 6/10
3. Dream option should be marked "Yes" (As per the JD of the Company Shared)
4. There will be no reimbursement to attend a Dream Company process

#### **E. Rules for Placement Process**

1. Students are not authorized to communicate with the companies on an individual level. Any deviation would result in disciplinary action against the particular student(s) involved

in such activity, which may include permanent debarment from placement process. Any interaction with corporates by any student must be carried out in consultation with the Placement Team

2. All students who appear for placement process are required to:
  - be formally dressed
  - carry 2 copies of updated resumes & 2 passport size photographs
  - carry student Identity Card and Hall ticket, if applicable
  - carry Summer Internship Report
  - carry Photocopy of all educational qualifications/credentials
  - stick to be in time & maintain discipline
  - update their mobile numbers with the placement cell in case of any change
  - check their emails regularly for information and details regarding placement drives
  - apply to the concerned coordinator before the specified deadline
  - Student who fails to attend the placement drive, whether on or off campus subsequent to his/her application for attending the same will be considered as misconduct resulting in disciplinary action including permanent debarment
3. Students coming inappropriately dressed on Placement drive will not be allowed to attend the placement activity and disciplinary action will be taken
4. In such cases where the student directly receives the offer letter from the organization, s/he is mandated to inform and submit a copy of the same to the respective coordinator within 24 hours of receiving it. Failing to do so will lead to disciplinary action including but not limited to withdrawal of the offer

#### **F. Eligibility**

All graduating students who have registered with the placement department shall be eligible to receive placement assistance unless otherwise debarred from receiving such assistance on account of the followings:

1. Non completion of Summer Training/other academic requirements
2. Breach of discipline and general misconduct
3. If a student fails to submit his/her summer training report within specified time, s/he would be debarred from the placement process
4. If a student has any back paper at the time of commencement of the 5<sup>th</sup> trimester, he/she will be debarred from the placement process and will not be allowed to sit in the ongoing selection process in the campus till the time he/she clears his/her back papers. However, depending on the genuineness of an individual case, the Appellate authority may allow him / her to appear for campus processes.
5. If a student is caught using unfair means during any exam/test
6. **Students who become ineligible under point no. 3 and 6 as given in Section C: Ground rules.**

#### **G. Debarment Policy**

The following events/actions would be deemed to be acts of misconduct and would attract commensurate penal action/permanent debarment if:

1. A student's attendance is less than 70% in PDP/IDP, guest lectures, Aptitude Tests, Mock GD/PI sessions etc.

2. The student does not appear in a placement process, where s/he has applied, without prior information and subsequent approval from the Chairperson Placement. This will not include such processes where multiple company processes overlap and / or a student is required to travel outstation for attending the same and the travel time stops the student to appear for another process. Maximum 2 absenteeism, duly assessed, documented and approved by the Chairperson Placement, will be exempted purely on medical / other unavoidable exigencies during the entire placement season. However, if a company, after the PPT, asks not interested students to leave the process, and if any student does so, then his/her action would not attract the penalty of debarment.
3. The student indulges in the following acts of misbehavior in the placement process:
  - Anyone found displaying disinterest, after applying, during the course of various stages of selection processes
  - Individually approaches the company to communicate that he/she does not want to join the company
  - Speaks negative about the company or the institute
  - Is found doctoring his/her resume, certificates, experiences, etc., submitted at Placement department
  - Talks directly to the company representative/executive at any time other than pre-placement talk
  - Misbehaves with the placement team & corporate officials conducting campus recruitment process
  - Deliberately jeopardizes any other student's chances of getting selected by his/her act of misconduct
  - Indulges in any behavior which is socially unacceptable and or brings disrepute to the institute
  - Not properly dressed during the campus recruitment process and any other corporate related activities
- **PPO/PPI Policy:** On successful completion of summer internship if a student is offered a Pre Placement Offer (PPO) or a Pre Placement Interview (PPI), it will be mandatory for the student to accept the same subject to minimum offered compensation defined before the commencement of the placement process and accordingly he/she will become ineligible for further placement process. However, if the offer made is less than the defined bracket of CTC, the choice will remain with the student either to accept or to reject. In case of acceptance the student shall be considered placed & will automatically be out of the campus process. In case the student chooses not to accept the offer he/she remains eligible for the forthcoming campus processes.

Dream options will not be available to the students who receive & subsequently agrees to accept a PPO/PPI.

#### **I. Penal Action**

**Any placement related issue can be addressed by the 'Grievance Redressal Forum' consisting of Placement Chair + 1 student Placement Committee Representative + Dean/Associate Dean (Student Affairs).**

**If the grievances still remain unattended then the Student Placement Committee Representative / 'Grievance Redressal Forum' can forward it to the Director for the final decision.**

An aggrieved student may Appeal against his/her debarment after one month of debarment.

**Placement Department reserves the right to amend Placement Policy / guidelines as and when it is required for the interest of the institute and the students at large.**

**Declaration:**

I \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ ,  
Roll No. \_\_\_\_\_ a student of Jaipuria Institute of Management, \_\_\_\_\_  
Campus have read and accept the Campus Placement Policy in its entirety & have understood that the role of the Placement Cell is of a facilitator and counselor for placement related activities. I also give my consent to use my name, photograph, testimonial or any other relevant content by Jaipuria in any media including online, newspaper, magazines and outdoor, for promotion and marketing purposes of Jaipuria Institute of Management.

My functional areas of interest (immediate 2) for placement are:

1 \_\_\_\_\_ 2 \_\_\_\_\_

(from amongst **Sales & Marketing, Finance, Operations, HR, IT, Retail**)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_