

## **PLACEMENT RULES & REGULATIONS**

The following are the guidelines to be followed for Campus Placement Program. These guidelines are to be adhered to for better results.

### **A) Role of Placement Office:**

The role of Career & Guidance Cell / Placement Office (PO) is to provide **Summer Internship** and **PLACEMENT ASSISTANCE** to all the First and Second Year MMS students. The PO will do the following:

- (1) To bring together several organizations across various verticals namely Finance /Marketing/Human Resource/Operations and the Students.
- (2) Facilitate the interaction between the two with a view to achieving maximum Placements.
- (3) To correspond with the organizations for scheduling Interviews for Final Placement.

All the communication with regard to Campus Placement will be routed through PO. Students have to understand that the purpose of PO is to **ASSIST** the students in getting Placements.

### **B) Campus Placement Process**

The following will be the process for smooth functioning of PO.

- (1) Enquiry from the Organization:** Placement personnel will visit the prospective organization for Final placement opportunities. If the company is looking for Management Students, the same will be immediately posted on the Notice Board after the job description has been received from the organization. PO will also send the necessary communication on various Social Network Groups that have been formed by the Student Committee. It will be the responsibility of the student to keep himself/ herself updated about the current status from PO and by regularly checking the Placement Notice Board.
- (2) ON Campus Placements:** If the organization is coming for Pre - Placement Talk (PPT) to our Campus, then it is **MANDATORY** for **ALL UNPLACED** students of their respective areas of specialization to attend the PPT. As a good practice, students should come well prepared for the interview by doing a detailed search on the company. On the day of the PPT, the students:

- a) Should carry their College Identity Cards, three sets of hard copies of their CV in the prescribed format and 3 passport size photos.
- b) Should be formally dressed & conduct themselves in an appropriate manner.
- c) Should refrain from interacting with the Visiting Company Personnel unless asked to do so. Once the salary is indicated to the students they are not allowed to negotiate during the Interview.

### **(3) OFF Campus Placements:**

- a) If the organization is unable to come to our Campus then CV's of the interested students will be sent to the organization. It is imperative for all the students to have the soft copy of their CV's in the prescribed format and the same should be mailed to the PO.
- b) The short listed candidates will have to appear for Written Test, GD, and Interview as the case may be at the Company's office.
- c) Students should report 20 minutes prior to the time stipulated by the company. It has been observed in the past that students reach late & in some instances did not turn up for the Interviews. **This will be dealt with very strictly.**
- d) No student is permitted to refuse an offer made by a company without the prior approval of the PO.

**C)** Once the company's decision regarding selected students is communicated to the PO via email/ offer letter, the selected students will accept and acknowledge the same. Following this, these placed students cannot apply for further job openings in the LLIM placement process.

It is implicitly understood that if the student has appeared for the GD/ Interview then he/ she was 100% interested in securing placement with the concerned organization.

### **D) Offer Letters**

- Students are permitted to accept a maximum of one job offer only.
- Company's issuing offer letters to LLIM students will compulsory sent the same to the PO.
- Students will acknowledge and collect their respective offer letters from the PO only.

### **Student should refrain from doing the following:**

- (1) Request any organization to keep an offer pending.
- (2) If 2 -3 companies are simultaneously in the midst of the placement process and make an offer to a student on the same day, the student has the discretion to choose which one he/she wants to accept.

### **E ) Rules & Regulations Applicable for the Placement Process**

- (1) Attendance is compulsory for Pre Placement Talks conducted by companies **ON or OFF Campus** if satisfying at least one of the above mentioned criteria. **Students who remain absent for 5 PPT's consequently in their respective streams, their names will be displayed on the notice board and they shall not be allowed to apply for the next 5 companies. In the event the indiscipline continues, the student will not be permitted to participate further in the LLIM placement process.**
- (2) If the above stated criteria regarding Package, Brand or Profile is satisfied and if it is observed that **students don't show interest in a particular offer then the PO has the authority to forward the requisite number of resumes of unplaced students for short listing.**

In such a case the students shortlisted by the company are liable to follow the process of selection and in the event that they do not, then those students name will be withdrawn from applying to any company, and he/she will be **subsequently removed from the Placement Process.**

### **F) Preparatory Workshops**

The PO has the responsibility to get our students **CORPORATE READY**. Towards this objective LLIM organizes general and specialized courses towards the same.

### **G) Miscellaneous:**

PO will assist in determining suitable jobs for all graduating students. These guidelines are framed to ensure **equality & fairness of opportunity** to all students. Hence, all students who opt for placement through PO shall abide by the guidelines prescribed above.