

PLACEMENT POLICY

BATCH 2021- 23

PLACEMENT POLICY

2022-23

1. INTRODUCTION

Placement is an important activity both for the Institute and the students. Although, the main purpose of our Institute is to provide knowledge, skills and attitude required to become a successful manager, the students' need for a good campus placement cannot be overlooked. IIHMR South, Bangalore and its Training and Placement Cell facilitate campus recruitment / placement for students at healthcare organizations.

The placement process at IIHMR South, Bangalore is a collaborative effort of the Institute, the faculty, and the student representatives. Student representatives from 1st & 2nd years are nominated and selected by the fellow colleagues to guide their peers in the placement process. Additionally, the Training & Placement Cell consists of a 'Manager - Placements', Faculty and Staff as members from the Institute to support, guide and train the students for their final placements.

2. COMPOSITION OF THE TRAINING & PLACEMENT CELL

The Training & Placement Cell shall work under the directions of Director and Dean - Academics. Manager - Placements is the nodal person for all placement related activities. The Training & Placement Cell will exercise functional control on behalf of 'Manager - Placements' for day-to-day activities. The contentious issues, problems, grievances or matters involving policy changes must be referred to 'Dean - Academics' through the Training & Placement Cell.

The Training & Placement Cell shall consist of the following members:

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|-------|---------------------------------|--------------------|
| i. | Dr. Kirti Udayai | - Chairperson |
| ii. | Ms. Joyce Jaison | - Member Secretary |
| iii. | Dr. Sarala R | - Member |
| iv. | Mr. Piyush Kumar | - Member |
| v. | Mr. T K Pradeep Kumar | - Member |
| vi. | Mr. Mrinmoy Roy | - Member |
| vii. | Mr. Satish Singh | - Member |
| viii. | Mr. Rohit Kumar | -Member |
| ix. | Students Representatives (8-10) | - Member |

3. GUIDELINES FOR THE TRAINING & PLACEMENT CELL

The Training & Placement Cell is responsible for planning and implementation of placement activities throughout the year as per the following guidelines:

A) THE TRAINING & PLACEMENT CELL WILL SUPPORT

- 1st year students for Observer-ships & Summer Training Program (STP) placement
- 2nd Year students for Internship/Dissertation and Final Job Placements

B) ROLE OF THE STUDENT REPRESENTATIVES:

Students Representatives will support the cell in consultation with Manager - Placements in carrying out various placement activities.

C) NOTICES & CIRCULARS:

The Training & Placement Cell will notify students on Pre-placement activities, Job Posting's, Recruiters details, Date of Campus Visit and other information to their official email address.

D) PRE-PLACEMENT TRAINING ACTIVITIES:

The Training & Placement Cell will organize various preplacement activities to help students improve their skills and prepare for placements. Following activities would be carried out:

- Resume writing workshop, editing, revisiting and finalization
- Training sessions on Personal Grooming, Communication Skills, GDPI skills
- Mock Group Discussion, Personal Interviews and Aptitude Tests
- Mentor-mentee interactions

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- One-one counselling sessions

E) COLLATERALS & DATABASE:

The Training & Placement Cell will prepare the annual placement brochure having all the details of students and their profiles. The cell will collate, maintain, and update all the data related to placements.

F) STUDENT PROFILES:

The details of the respective final year students opting for placement will be sent to the company/organization concerned as per their requirement.

G) INVITING COMPANIES:

The Training & Placement Cell will communicate to recruiters through email, arrange visits to their campus to invite them to participate in the campus recruitment process. The potential recruiters are scheduled for on-campus or off-campus job interviews.

H) PRE-PLACEMENT TALK:

On the day of campus visit, the recruiters shall share the profile of the company, key aspects of its business, work environment, and opportunities available to the students. The preplacement talk shall be scheduled for 1 hour on the day the interview.

I) CAMPUS PLACEMENT CYCLE:

The annual job placements process begins in the month of October to March of the next year.

J) PREPARATION OF BUDGET:

Preparation of budget of all activities related to placements will be prepared by Manager - Placements and put up to the Director for approval, through Dean - Academics & Student Affairs.

K) CONFLICT RESOLUTION:

In case of any student-related issues, the matter is to be referred to Dean - Academics through the student representatives only.

4. GENERAL GUIDELINES FOR STUDENTS:

1. Students are requested to carry documents such as: CVs, Original Mark Statements, one set of attested copy of Mark Statements & Experience Certificates and other documents specified by the hiring companies
2. Students must follow the formal dress codes (IIHMR Uniform) and strictly follow formal conduct
3. Students must be well groomed for each interview. If found students are not dressed or groomed appropriately, they will not be allowed to sit for the interview
4. If the Interviews are conducted off-campus (At the organization's campus and outside Bangalore city), placement committee will take the decision regarding bearing the travelling cost on case-to-case basis
5. Placement Committee does not assure to find placements for students with specific preference of city or place/organization/salary package
6. Students are requested to confirm their acceptance through written communication within the stipulated time set by the Cell
7. He/she must not approach the organization/s directly by any means unless it is advised by the management
8. Students who are approaching the recruiting organizations directly (Out of Campus placement), must inform the cell prior
9. In case of any breach of discipline or general misconduct by the student, they will be debarred from the placements.
10. A student who does not attend an Interview after being shortlisted for the same shall be deemed as placed.
11. Once a student is in the selection process, he/she shall not withdraw. If done so, it would be considered equivalent to the non-acceptance of an offer and shall be deemed as placed.

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12. All students will be given equal opportunity for placement.
13. Company may offer pre-placement offer or internship cum placement offer, he/she cannot deny the offer
14. No of positions, Designation, Job Description, Job Location/s will be shared prior to the interview
15. He/she should not talk negative about the institute or peers. If found, they will be debarred from placements
16. It is mandatory for all the eligible students to appear in the Pre-placement talks by the organization unless it is optional for students
17. It is mandatory for all the eligible students as per the shortlisting criteria of the recruiting organization and the institute to appear in all the interviews scheduled
18. Student opted for marketing jobs can secure up to two offers (in different category)

5) IMPORTANT GUIDELINES FOR STUDENTS:

Below are some of the important guidelines for each student to note carefully before they submit their preferences in terms of region, and Job type.

A) SELECTING THE REGION OF YOUR CHOICE:

Each student is given an option to select the region of their choice. If a student opts for anyone region, he/she must appear for all the companies visiting from that region. Once student opts for a specific region, he/she cannot deny appearing for any interview, if denies appearing for the interview, he/she will be deemed out of placements. There are three options given to students to choose from and they are as follows:

- **North Region:** North region comprises of Delhi, Gujarat, Rajasthan, UP, Bihar, Jharkhand, Madhya Pradesh, Chhattisgarh, Odisha, West Bengal, Haryana, and other northeastern states
- **South Region:** South region comprises of Karnataka, Tamil Nadu, Kerala, AP, Telangana, Maharashtra, and Goa
- **North and South Region:** This option comprises of all the Indian states and territories

Note: Students opted for any one region can also appear for interviews of another region too. But it is optional for them apply.

B) CLASSIFICATION OF JOBS:

Students can opt for any one of the options below or both. Students who have opted for one type of jobs, for example, Marketing jobs, they must attend all the marketing related jobs. However, if they wish to apply for other jobs, they would be given an option to apply for non-marketing jobs too, based on their choice. Jobs are classified into two categories, and they are as follows:

1. Marketing Jobs

- a. Any job that are directly related to Pre-sales, sales, marketing (indoor, out-door, digital), business development comes under this category

2. Non-marketing Jobs

- a. Any jobs that are not directly related to sales and marketing comes under this category

3. Both – Marketing & Non-marketing Jobs

Note: Students those who opt for Marketing will be given one more opportunity to appear in A++ companies

C) JOBS RELATED TO SPECIALIZATION:

- It is mandatory for all the unplaced students of a particular specialization to appear for interviews of their sector. **For example:** Mandatory for Hospital Management students to appear for Hospital Jobs. And same rule applies for other specialization students too.
- Although, it is not mandatory for students of other specializations to apply for the organizations related to other streams, they can apply if they are interested.

D) TYPES OF ORGANIZATIONS:

The participating organizations will be categorized in into three different groups and they are as follows:

- **Companies offering a salary package of 12 LPA and above will be referred as "A++"**

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- Companies offering a minimum package of 6 LPA and above will be referred as “A+”
- Companies offering least package of 3 LPA and above will be referred as “A”

E) NUMBER OF INTERVIEWS PERMITTED:

- Students appearing for A grade organizations can appear for A+ and A++ companies too
- But once they secure 1st offer in this category, they cannot apply further except for marketing jobs.
- Students appearing for A++ grade organizations can appear for any number of interviews until they secure 1st offer. After securing an offer from this category, cannot apply for any categories company. Only those students are allowed to appear for these companies who have opted for **marketing related jobs**.

F) GENERAL ELIGIBILITY CRITERIA:

A student would be allowed to appear for any placement interview if she/he fulfils the following criteria:

- Students should have at least 70% attendance in the academics and 90% attendance in the placement activities. Placement activities include but not limited to, Trainings, Assessments, Pre-placement Talks
- Has passed in all the courses - the results of which have been declared
- Has scored minimum of 70% in all the assessments, mock GDPI and other activities organized by training and placement cell
- He/she meets the specific eligible criteria of the company
- Has successfully completed all the duties related to Observer-ship/STP

G) OPTIONS AVAILABLE FOR NON-ELIGIBLE STUDENTS

All students who were unable to full-fill the eligibility criteria are eligible for final placements under below terms:

- These students can apply for A grade companies only
- These students cannot enjoy the privilege such as opting for companies' region & specific sector wise as per their specialization, therefore will be appearing for all the visiting companies until they secure 1st offer
- These students are restricted to just one offer only

H) AFTER PLACEMENT OFFER:

- Students must confirm their acceptance through written communication to the Training & Placement Cell within the deadline set by the Cell. If a student fails to do so, it is considered that the offer has been accepted by him or her and will not be allowed to take part in interviews further.
- If the student is selected/received the offer by the recruiters, he/she shall not deny the offer on any ground/for any reason/s.
- Selected students shall join their respective organization only after successful completion of all the theory classes and course requirements of PGDM

I) IMPORTANT DATES & DEADLINES FOR PLACEMENTS:

- Placement will commence from September 2022
- Duration of placements will be for 6 months which starts from October 1st, 2021, and ends on March 31st, 2022
- Although the deadline for final placements is scheduled as March 31st, 2022, as a courtesy, placement cell it will continue to support students those who are not placed until completion of their Dissertation. This additional support is extended only for those who have appeared in all the interviews but unable to crack it. But will not continue for those who have skipped more than 1 eligible interviews or who have not appeared for any interviews.

6.OPTING OUT/OUT OF PLACEMENTS:

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 Placement Cell 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, he/she may be allowed to do so provided he/she is not amongst students whose interview/ selection process is under progress. Students those who wish or under anyone of the process such as below will be considered out of placements:

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- Student/s who has opted out of placements for various reasons
- Once the student has secured 1st offer from A++ company
- He/she wants to apply to companies on their own
- He or she has secured a job offer on their own
- He/she has withdrawn from the PGDM course in between
- A student breaches any of the guidelines set by the management
- A student has rejected an offer from the campus placement
- A student has failed to join the organization after accepting the offer
- A student has failed to show up to the interview scheduled

7. GUIDELINES FOR THE EMPLOYERS

For scheduling the interview, the following information is required from the employers:

- a) No of Positions, Designation, Job Description, Job Location/s, CTC, Confirmation of campus visit and preferred dates and recruitment process.
- b) Pre-Placement Talk (PPT) shall be delivered by the recruiter on the day of campus visit for placements.
- c) Students details such as CV and other academic performance documents to be requested prior to the campus visit.
- d) The recruiters should announce the results on the priority basis.
- e) The recruiters are requested to provide feedback of the students in the form provided by the Training & Placement Cell.
- f) If the recruiter is unable to finalize the results on the same day and wish to have one more round of interview at their premise may do so within a weeks' time.
- g) The offer letters shall be shared with the Training & Placement Cell and in-turn the cell will communicate the same to the concerned students in writing.
- h) If a recruiter desires to conduct selection activities in their campus, the organization is requested to inform the Training & Placement Cell, in advance to facilitate the same.
- i) During the initial 3/4 months of job placement, the organizations are requested to support the students for carrying out their dissertation/internship for course completion and PGDM graduation.

Change/modification in Placement Guidelines:

The Institute reserves the right to change/ modify the above stated Placement guidelines. All changes will be communicated to the students.