

Name of the Institute: VES'S Indira Institute of Business Management

Location/Address: Sanpada, Navi Mumbai.

Policy Name: Placement Policy

Internship Rules

- 1) Students should send their details or resumes within the stipulated time.
- 2) Students who fail to submit their details before the deadline will not be considered.
- 3) The eligibility of the student for the recruitment process is decided by the organisation based on their criterion. The decision of the company personnel shall be final and binding and the students shall not question the selection process.
- 4) If a student gets selected in a company through the campus and has received a communication from the Placement Department, then he / she cannot apply again for other companies nor can try outside on his or her own.
- 5) If a student is getting an internship through his or her personal source, he/she should inform the Placement Head and get it approved by the Director.
- 6) Unprofessional behaviour, misconduct, indiscipline, irregularity at work and unsatisfactory performance will lead to cancellation of internship and also lead to elimination from final placement process.
- 7) Students should follow the instructions given from time to time as per the requirements.
- 8) Students not utilising the opportunities given in the stipulated time will have to find internship by themselves.

Placement Rules

- 1) Placement related information/notices will be shared through the Placement Cell student representatives via WhatsApp groups, or emails . It is the responsibility of the students to check the information on a regular basis.
- 2) Students should adhere to the timelines mentioned for the job applications or any other placement related activities, failing which, the student will be considered as not interested.
- 3) Students should submit soft copy of resume with all necessary information well in advance. If there is a change in address or phone, it is the responsibility of the student to submit an updated resume and inform the same to the Placement Head.
- 4) All the information that a student provides in his/her resume should be accurate and valid. Otherwise, even after the selection in the interview, company has the authority to cancel the candidature and take necessary action.
- 5) Students are advised to study the website of the respective companies that they apply for, as well as all other relevant information on the same, and be prepared for the interview process.
- 6) Once a student applies for a job of a particular company he/she will not withdraw his/her application from the interview process.

- 7) If a student neither applies nor participates in the given opportunities of his/her specialization more than three times, it will be considered that the student has opted out of placement.
- 8) Students who are not interested in placement support and wish to opt out of placement process for any reason, or are getting employed through their own sources, will be permitted to do so. The student will have to inform the same to the Placement Head in writing.
- 9) Any student who intentionally under performs at interview process, or misbehaves/ misconducts with the company personnel, will be dropped from further participation.
- 10) If a student gets selected in a company through campus placement, and has received a communication from the placement cell, he/she cannot apply again for other companies.
- 11) If there is an eligibility criteria mentioned by the company, students will have to adhere to the same before applying. If a student finds that he/she is not meeting the requirements of the companies on a continuous basis, the student will have to approach the Placement Head and discuss other alternatives.
- 12) The eligibility of students for the recruitment process is decided by the company based on company policies. The decision of the company personnel shall be final and binding; students shall not question the selection process.
- 13) Students should be dressed in formal attire through the entire interview process and should reach the venue on time.
- 14) Placement cell will not be in a position to help a student if he/she has reservations in accepting the job location, salary or timings offered by the company.
- 15) Selection of a candidate and salary offered are purely based on the company's policies, the caliber of the student and the market conditions.
- 16) Placement cell reserves the right to remove any student from the placement process in case of any misconduct/ misbehavior of the student.
- 17) If a student is incompetent at clearing the interview process even after 5 attempts, the Placement Cell will not be held responsible for placing that student.
- 18) In case an offer is received directly by the student from the company, the same must be intimated to the Placement Cell by submitting relevant documents within 7 days of receiving it.
- 19) Students are instructed to communicate in a professional manner and avoid using SMS language, emojis etc. Use of unprofessional language may lead to rejection of application.

Note:- Opportunities are given to the students based on the availability of jobs in the market and the prevailing market conditions. Students have to make use of the same judiciously. For any other issues, the final decision shall rest with the Placement Head and the Director.

Prepared By:

Prof. Aji John -Placement Head

Prepared On:

Approved By:

