

Student Placement Policy

(Applicable from Academic year 2021-22 onwards)

Overview Campus placements

- When you apply for campus placement, you gain a lot of confidence, desire, enthusiasm, zeal, and spirit to perform better at every step of your professional journey.
- Campus placements provide you, the student, with a foot-in-the-door opportunity, enabling you to start off your career right after you have completed your course curriculum.
- You get to interact and engage with the industry professionals during the placement drives, which further help lay a foundation for your prospective career in the future as you familiarize with potential contacts from your chosen career field.
- Companies no longer just look for academic excellence and aptitude, but they prefer candidates who have practical exposure and problem solving ability in real-life situations.
- Choosing to sit for campus placements will save you a lot of time and money since you won't have to search for job openings and placement opportunities by yourself.
- Campus placements give you excellent opportunities to get a high-paid, growth-oriented job at a reputed company.
- Owing to the company-college rapport, IHM Goa brings in some of the best recruiters on board to hire talented students from our campus, which increases your chances of working with reputed names in the corporate sector during campus placements.
- There is limited competition at campus placements and you do not have to spend an unnecessary amount of time or resources to be able to crack your placement interviews.
- Gain early access into the corporate world and face its challenges- you can work and gain skills in a hands-on manner.

Placement Cell IHM-Goa liaises with companies to boost job placements, and invites resource persons to train you accordingly and increase the likelihood of your success during the selection process.

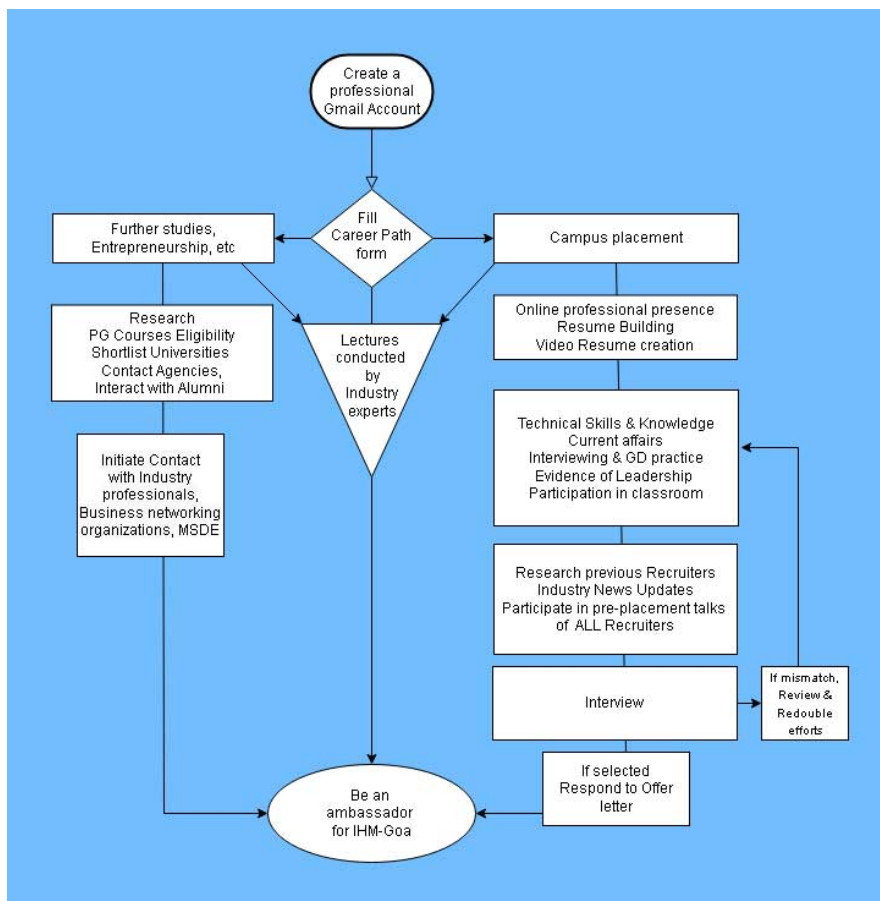
Objectives:

- To endeavor for training sessions in soft skills, how to face interview, group discussion and Résumé preparation) to eligible students
- To facilitate industry-institute interactions
- To assist and coordinate campus placements ,in physical/ virtual mode, and off-campus placements

Student Responsibilities

- In the final year of graduation, ***ALL students must participate in scheduled weekly sessions conducted by faculty members and visiting expert speakers*** (online and offline mode).
- Each student ***must fill the Career Path form*** within the first fortnight of fifth semester. If you fail to fill the form fully, it will be assumed that you are opting for further studies.
- Once opted for Campus Placements, ***you must attend pre-placement talks of ALL recruiters*** that approach the Institute (virtual mode/ offline)

- You must maximize your efforts to secure placements to secure at least one placement. Your interaction with the recruiter and the placement team must be highly professional, in person as well as in written communication. Communication must be prompt (Receive phone calls, or call back as soon as feasible, respond to WhatsApp messages and emails and so on.)
- If you have been shortlisted by one retail and one hotel recruiter, you may be restricted from appearing for further recruitment drives in that semester. (Decision to implement this will be reviewed, based on existing placement position of the students)
- If your tuition fee is unpaid or if you have a bad track record (severe attendance shortage-less than 65%, misconduct etc. *you may be advised to not appear for campus interviews, until you demonstrate amendment.*
- Campus placements are a privilege/facility extended to students (not a right). **Placements are dependent on the performance of the student at the selection process.** Opting for Campus Placement does not guarantee a job nor will Placement Cell be held responsible for providing jobs. Final authority in case of any dispute would be with the Principal whose decision would be final and binding.



Process Overview

- **Create a professional email address** Use a combination of names and initials e.g. j.dsouza@gmail.com or kavlekar.v@gmail.com. Kindly prefer Gmail- for compatibility with web-based productivity software offered by Google- else you may miss some important emails or face issues while uploading Google forms, etc..

- **Career path form:** Opt for Campus placement
- **Join Google classroom & ZOOM Sessions:** important notices will be posted here. It is your responsibility to be alert and up-to-date with such announcements on a frequent basis. Respond before the deadline
- **Resumes.** Submit genuine Résumés in Institute approved MS WORD and .PDF format. If inconsistencies are found in any Résumé, it not be forwarded to the recruiter
- **Online sign-up form** Students are advised to conduct online research of the Recruiters (also recruiters who visited in previous years) and consult elders before signing-up. Sign up for each recruitment drive must be completed within stipulated time. Once signed up it is compulsory to participate as the Recruiter who expects to interview the candidate
- **Testimonials/ Certificates:** Scan all certificates in high-resolution (100 dpi) into pdf. Candidates must furnish necessary data: attendance percentage from Semester 1 onwards, Marks obtained from Semester 1 onwards. Original certificates for verification (Mark sheets of 10th, 12th, etc.) at the time of the Interview.
- **Digital devices and network connectivity:** It is necessary for students to equip and familiarize themselves with the use of Virtual mode using platforms such as ZOOM, Microsoft Teams etc., in preparation for selection rounds.
- **Dress code and Discipline:** Formal business attire. (Business suit/ a sari) and grooming standards, whether online or offline.
- **On-campus/Online mode/ Off-campus Interview:** Students, who have signed up for a company's placement drive, are required to attend all rounds of the selection process based on shortlisting.
- **Punctuality/ Commitment.** Students are required to arrive at the venue where selection process is held at least 30 minutes early. Shortlisted candidates are required to stay in the Institute/ premises from the start through to the end of the day.
- **Actions warranting disciplinary proceedings** A student is liable for disciplinary proceedings on the following grounds: A student may be fined Rs.1000/- or even debarred:
 - If not eligible and has signed up/appeared for the interview.
 - If s/he is late/ absent for either pre-placement talk or selection process of a company.
 - If poorly groomed, not in uniform or involved in acts of indiscipline or malpractice or if found withholding information or to have submitted wrong/ false data.
 - If student abandons selection process after being shortlisted for further rounds. e. If any kind of misbehavior/ complaints is reported by the recruiting staff/ faculty member/ staff/ volunteers.
- **Job Offer/Appointment Letters:**
 - A case may arise when recruitment drive (A) and (B) are scheduled consecutively and a student may have signed up for both. However the results of recruiter (A) may have not been declared/ confirmed in writing to the Institute. If the first recruiter delays in declaring the results (or this student's selection is waitlisted) with prior permission, the student may be allowed to appear for the scheduled recruitment drive (B) as an exceptional case, if eligible, at the discretion of the Management.
 - Selected students normally receive from the recruiter a letter of intent/ job offer letter informing them of their selection. Students are required to submit a photocopy of this letter to the Institute.
 - Students who have been selected by the Recruiter are required to respond within

the stipulated time, to the offer letter. They must accept only one offer and decline all the rest thereafter, in writing. By the first week of March, it is mandatory for students to submit their final response to the Recruiters that made them the offer. Failure to do so will invite disciplinary action.

- Once a student is selected by the Recruiter, the responsibility of establishing and maintaining contact with the Recruiter passes on to the selected student and the responsibility of Institute ceases. The students will liaise directly with the Recruiter for final appointment formalities.
- **Confidentiality and Communication:** All communication by the Institute and the recruiter with the student is confidential. Content of Emails, WhatsApp messages is only for the intended only for the use of the addressee and may not be shared. The students may route all communication to the recruiter through the placement cell. Should the recruiter choose contact the student directly (offer letter, etc.) this must be informed to/ shared with the Placement cell.
- **Post-placement:** Selected candidates must report to the Recruiting Company and abide by the rules and regulations thereof. However, they can join only after completion of their final examinations.
- **Feedback:** Students are required to provide feedback on placement process and results, so that course correction may be made. Only those students, who have registered and attended placement, are eligible to give feedback based on their own individual experience.

(This policy was last reviewed on 5th February 2022, and may be subject to review without notice during the Academic Year, if required)