



PLACEMENT POLICY FOR STUDENTS (proposed)

Placement Cell IHM-Goa liaises with companies to facilitate job placements, and invites resource persons to train students accordingly and increase the likelihood of success during the selection process. The Institute provides infrastructure to conduct placement drive: pre- placement talks, job offers, date(s) of interviews, conduct of interviews, selection of students, etc., are coordinated through Placement Cell. The Placement Cell has its objectives and has evolved a broad policy/framework for recruiters and registered students.

OBJECTIVES:

To try and arrange 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 and off-campus placements

Campus placements are a privilege/facility extended to students and not a right. Registration does not guarantee a job nor will Placement Cell be held responsible for providing the job. Final authority in case of any dispute would be with the Principal and her decision would be final.

1. Eligibility:

- a. B.Sc. students enrolled in the 5th/ 6th Semester are eligible to participate in placement drives scheduled within the respective semester only.
- b. **Students who have not paid the tuition fee or who have a bad track record (severe attendance shortage-less than 65%, misconduct etc.) may be advised not to appear for campus interviews until they demonstrate improvement.**
- c. Students must maximize their efforts to secure placements till they are shortlisted/ selected. **The limit of 2 shortlisting (one retail+ one hotel) per semester.**

2. Process: Eligible students looking to avail of Campus placement facility may register in this manner:

- a) Communication. The student will be added as a member of Google groups, using the email address (gmail preferred) registered with the Placement cell. Important notices will be emailed to this group. It is the student's responsibility to be alert and up-to-date with such announcements, by checking email, accessing the internet at the library/ computer lab/ cyber-café etc. on a daily basis and respond in person or as appropriate, within the stipulated time.
- b) Resumes. Students are required to submit genuine Résumés in approved format (hard copy and soft copy). If inconsistencies are found in any Résumé, the student (who submits such a Résumé) will be barred from Placement

process. Résumés are required to be updated as necessary, based on the job descriptions and recruiting company (hotel or other).

c) Two stage Sign up.

- **Stage one: An online sign- up form for each recruitment drive is sent email to the student. This must be completed within stipulated time.**
- **Stage two: Having submitted data via the sign-up form, the student will personally sign a statement confirming that he/she will attend the pre-placement talk**
- Students are advised to research the Company and consult parents before signing-up. Once signed up for interviewing with the Company, the list of candidates is forwarded to the Company – which, based on numbers of candidates who have signed up, decides to proceed with the Campus drive, or not. Thus, it is expected that the candidate who signed up, shows up for the interview.

3. Testimonials/ Certificates:

As per the requirements of the company, students should furnish necessary original certificates (Mark sheets of 10th, 12th, etc.) at the time of the Interview.

4. Dress code and Discipline:

Students are required to attend placement drive in Uniform (stipulated business suit or if required by the Company, a sari) and following grooming standards mentioned in the Prospectus.

5. On-campus/Off-campus Interview:

Students, who have signed up for a company's placement drive, are required to attend both, pre-placement talks and all rounds of the selection process. They are required to arrive at the venue where selection process is held at least 30 minutes early. Students are required to stay in the Institute/ premises where the selection process is being held from the start through to the end.

6. Debarment grounds: A student may be fined Rs.1000/- or debarred:

- a. If not eligible and has signed up/appeared for the interview.
- b. If s/he is late/ absent for either pre-placement talk or selection process of a company.
- c. If poorly groomed, not in uniform or involved in acts of indiscipline or malpractice, c. If found to have submitted wrong data/ information..
- d. If student abandons selection process after being shortlisted for further rounds. e. If any kind of misbehaviour/ complaints is reported by the company officials/ faculty member/ staff/ volunteers.



7. Job Offer/Appointment Letters:

- a 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.
- b Selected students would receive from the recruiter a letter of intent/ job offer letter informing them of their selection.
- c Students are required to respond to the job offer, as required by the Company.
- d. Students who have been selected by the companies are required to respond to offer letter. They must accept only one offer and decline all the rest thereafter. By the first week of March, it is mandatory for students to submit their final confirmation in writing, to the companies that selected them. Failure to do so will invite disciplinary action.

- e Once a student is selected by a company, the responsibility of establishing and maintaining contact passes on to the selected student and the responsibility of Placement Cell ceases. The students will liaise directly with the company for final appointment formalities.

8. Post-placement:

They must report to the company and abide by the rules and regulations thereof. However, they can join the company only after completion of their final examinations.

9. 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 20th April 2019, and may be subject to review without notice during the Academic Year, if required)