
PLACEMENT POLICY FOR STUDENTS

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: B.Sc. students enrolled in the 5th/ 6th Semester are eligible to participate in placement drives scheduled within the respective semester only. Students who have not paid the tuition fee or who have a bad track record (severe attendance shortage-less than 65%, misconduct etc.) may not be allowed to attend the campus interviews.

Students are permitted to appear for interviews (and must maximize their efforts to secure placements) till they are shortlisted or selected by 2 hotel companies+2 other companies.

- 2. Process:** Eligible students looking to avail of Campus placement facility may register in this manner:
- Registration** (or refusal). download, print, complete and submit a hard copy of Registration form duly signed by parent and student, to the Placement Cell by the first date of the Academic Year.
 - 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.
 - 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).
 - Sign up.** When a Company sends an intimation of its intention to conduct a placement drive at the Institute, this is conveyed to the students by email, along with any details. An online sign- up form also follows by email which must be completed within stipulate time. 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 then makes its

decision to conduct the Campus 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 late/ absent for either pre-placement talk or selection process of a company.
 - b. 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 drives of two different recruiters are scheduled on two consecutive days (for both of which a student may have signed up). However if the first recruiter delays in declaring the results or this student's selection is waitlisted, the student may be allowed to appear for the second scheduled drive, if eligible.
 - b. Selected students would receive 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. 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.**
 - d. 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 requested to provide feedback on placement. 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 2018, and may be subject to review during the Academic Year, if required)