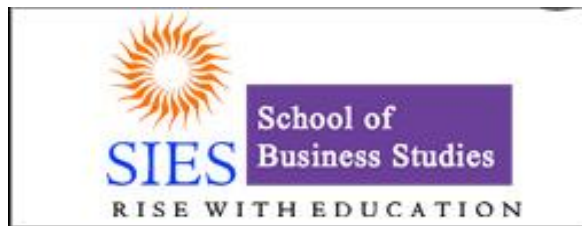


PLACEMENT POLICY



SIES School of Business Studies

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1. Introduction

SISSBS is committed to working with relentless desire to excel with its roots in ethics. The Placements at SISSBS focusses on providing suitable career opportunities for students to demonstrate excellence and ethics at workplace.

The Placement Objectives are threefold –

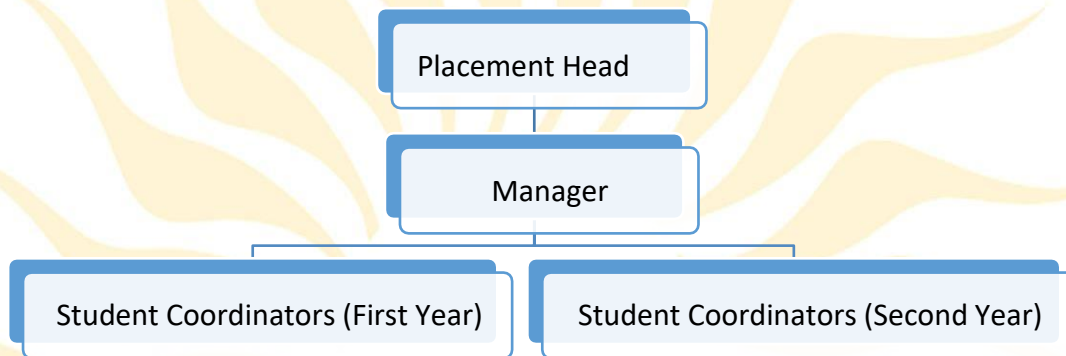
- 1) Improve placement benchmark, year after year.
- 2) Align student expectation with Industry requirement.
- 3) Guide student for good performance during the selection process.

1.1 Scope

All students eligible for Summer internship & Final placement

1.2 Team

The team comprises of Chairperson, Manager and a team of Coordinators. The represents the first year and second year students.



2. Role & Responsibilities

2.1 Director, Placement Head & Deans

- Plan the strategy for the placement
- Strengthen SISSBS industry connect
- Leverage alumni network
- Building internal network

2.2 Managers / Executives

- Plan of Action in the line with the strategy
- Strengthen relationship with regular recruiters
- Build relationship with identified new recruiters
- Mentor placement coordinators

2.3 Student Placement Coordinators

- Research
- Data management
- Calling
- Targeting specific groups
- Managing logistics during Placement Week

3. Eligibility criteria

The placement team facilitates the placement process for all students. However, it is desirable that students meet the eligibility criteria for getting good offers.

Placement team reiterates that students meet the following prerequisites –

- Eligibility for the placement process to be informed each year.
- The students should have chosen appropriate papers in their respective specializations.
- Failed students cannot be a part of the placement process.

4. Placement Norms

4.1 Eligibility to be reinforced to improve the placement opportunity, year after year

4.2 Form a Placement committee who would be the think-tank on the placement strategy for the year.

The committee will comprise of :

- Director – SIESSBS
- Placement Team, Deans & Faculty members
- HR Heads from the Industry

4.3 Conduct a mock assessment for final year students. Identify an Individual Development Plan

4.4 Faculty mentors should assist students in honing up the skills –

- Behavioral
- Aptitude
- Case study
- GD and in Current Affairs

5. Job Acceptance policy

5.1 A student selected by a company is excluded from the selection process of other Companies.

5.2 In an unforeseen situation, where a company revokes an offer of a student before joining the firm, SIESSBS will provide its assistance to finding a new job.

5.3 If the candidate fails to prove himself in performance and the company has terminated the candidate, SIESSBS –Placement Dept will not be held responsible to get a new job assignment.

6. Rules for withdrawing an Application

- 6.1** A student can choose to opt out from summer internship or final placement. He /she needs to send a letter to the Placement Chairperson for an approval.
- 6.2** SIESSBS allows students to identify a suitable summer internship project through his professional network. The summer internship offer needs to be shared with the placement team for an approval.
- 6.3** A final year student can go for further studies, join family business or start his own business. He / she will have the option for participating the placement process of the subsequent year.

7. Absenteeism Rules

- 7.1** A student shortlisted for the selection process needs to participate the selection process.
- 7.2** However, in case of a personal crisis or health reasons, the placement chairperson should be contacted for a suitable consideration.
- 7.3** All the students need to participate in pre- placement talks of the companies. This helps in making an informed decision about participating / not participating in the selection process.

8. Code of Conduct

- 8.1** There will be complete transparency while handling the companies and authentic information will be conveyed to the students.
- 8.2** The students are encouraged to put in their best efforts. If the candidate intentionally underperforms, he / she will be debarred from attending any further process.

9. Dress Code

Western Formals

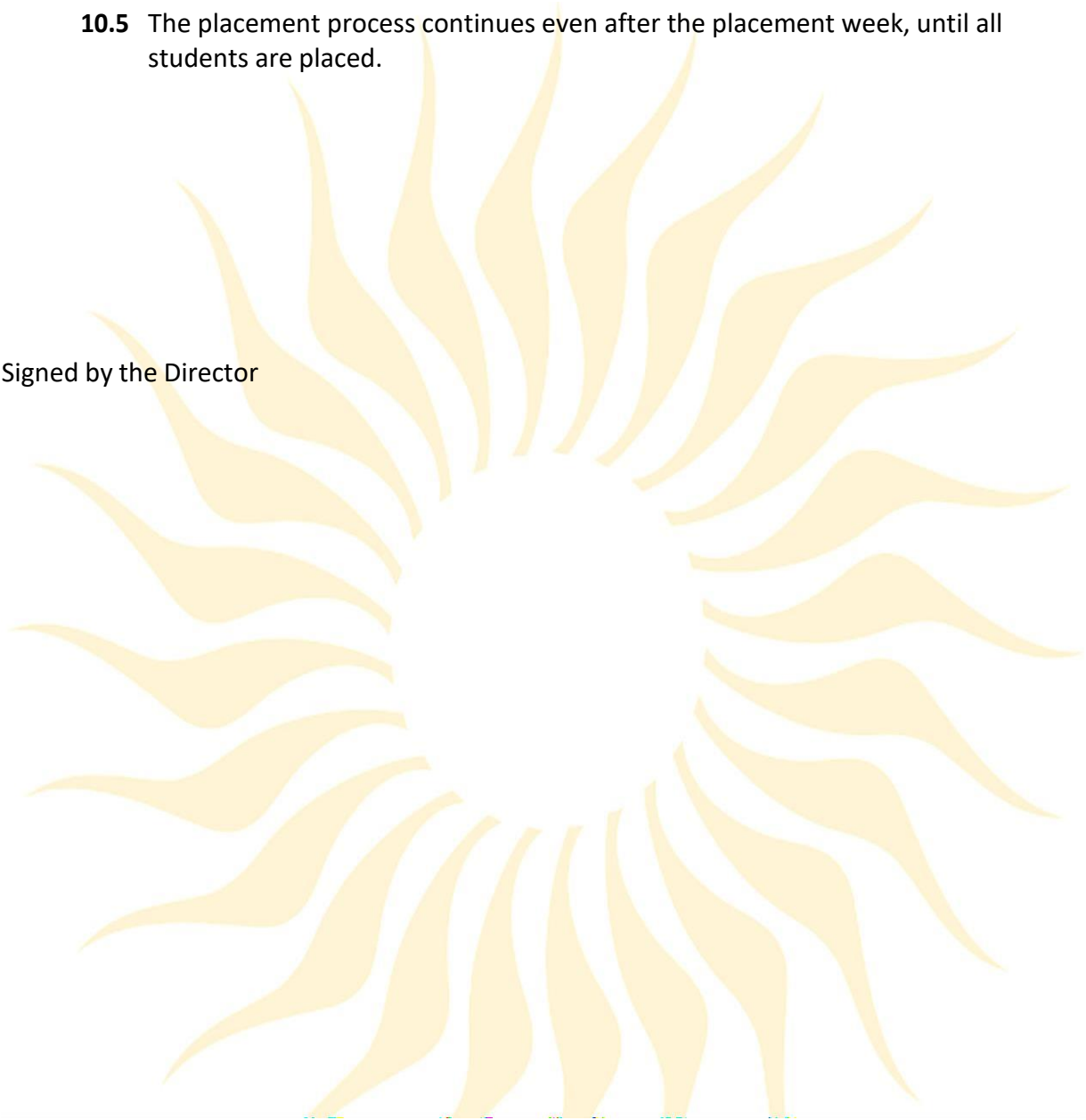
10. General Guidelines

- 10.1** Placement process is driven by the students with guidance from Chairperson. The Manager facilitates the entire process.
- 10.2** During the Placement week, the process starts from 8 am and may extend till 11 pm. There may be overlapping of processes. However, the plan is designed in such a way that students get the opportunity to participate in the selected companies of their choice.

The visiting companies should communicate the name of the selected students, on the same day. This is important to withdraw students from the subsequent placement processes.

- 10.3** After placement week, all companies will be sent a letter of confirmation and are requested to send the appointment letter at the earliest.
- 10.4** During placement week, constant counseling of students should be done to ensure that they are in the right frame of mind.
- 10.5** The placement process continues even after the placement week, until all students are placed.

Signed by the Director



Placement Policy for PGDM Batch 2020-22

1. Students who are interested in participating in the campus placement program have to read and sign this document and submit to the placement cell.
2. Students who have **NOT** cleared **all subjects** of their **1st, 2nd and 3rd Sem.** examinations will not be permitted to participate in the placement process until they pass in all the papers of the respective semesters.
3. Students must have 75% attendance to be the part of Campus Placement Program offered by the institute.
4. Eligibility criterion and shortlisting of students is prescribed by the companies and students have to abide by them.
5. **Placement processes where corporate prescribe eligibility criterion of 60 %** or more in academics (PG/MMS/course), only those students who have cleared their exams with such scores in **1st attempt** will be considered.
6. The cap on maximum process that a students can attend will be as follows-
 - Marketing - Process of 15 companies
 - Finance- Process of 15 Companies
 - HR- Process of 10 companies
 - Operations -Process of 10 companies
7. It is **mandatory** for students to participate in the process of 1 out of 4 consecutive companies floated by the placement cell for their respective specialization.
8. At times for certain strategically important companies, institute may make it mandatory for all students to participate in the placement process. If any student does not participate, he/she will be given chance to appear for placement after all students of his/her specialization are placed.
9. **Compensation**
 - a) Compensation will be considered in terms of CTC which will include fixed + variable + benefits
 - b) Students who are placed with an annual package of INR 6.5L CTC and above will NOT be allowed to sit for any further placement process.
 - c) If the student is placed at an annual package between INR 5.5L to 6.5L CTC, he/she will be given further 2 chance to participate in the placement process of 2 MORE Company of his/her choice, which comes to the campus for placements.

- d) If the student is placed below an annual package of INR 5.5L, he/she will be given further 4 chance to participate in the placement process of 4 MORE Company of his/her choice.

10. PPO Rule

- a) It is mandatory for the students to take the Pre- Placement Offer (PPO), if the offer is above INR 6.0L ctc, however if,
- b) If the offer is between INR 6.0 L to 6.5L, the student will get chance to appear in 3 companies of their choice
- c) the offer is between INR 6.5 to 7.5L, the student will get chance to appear in 1 company of their choice
- d) and if, the offer exceeds INR 7.5L CTC, there will be no further chances.
11. All students **OPTING OUT** of placement must submit a signed copy **of attached OOP form** to placement cell, failing which, if placed with a company through the institute, they will **HAVE TO** take the offer given by the institute.

12. Discipline

- a) If any student does not appear for the process after registration, he/she will not be allowed to sit for next 3 companies. Student has to attend the entire placement process after registration starting from PPT till end.
- b) Absence** of any student in any of the campus placement processes or **underperformance / or unprofessional behavior/** or any kind of **negotiation** with the company will **automatically debar** him / her from further **Campus Placement Processes**.
- a. **Note:** Negotiation here includes negotiation on package, location, job profile, work experience etc. The placement cell reserves the right to collect the above information through any formal or informal channel.
- c) The students will be granted **only 2 leaves** on the ground of serious medical exigency in the entire placement season subject to submission of medical certificate and approval of the disciplinary committee.
- d) No preference for location is given to any student. Student found negotiating on same will not be a part of campus placement further.
- e) Any complaint coming through the recruiter will be dealt with severity and decision in such cases will be taken by placement committee.
- f) There is a Placement Disciplinary Committee comprising of all functional Deans and Dy. Director. The committee will be headed by Dr. Sharmila Mohapatra. The committee will take decision on all discipline related issues in consultation with the placement team. The discipline committee will put forward its recommendations to Director and further

action will be decided accordingly. Prof. CR Radhakrishnan will be present for the decision making by invitation.

13. Placement Process:

On receiving the Job Description from the Company, it will be posted in the placement Google group mentioning the following details:

- a) Name of the Company (including web address)
- b) Designation
- c) Job Description*
- d) Location*
- e) Package (if available including the ranges and variable pay)
- f) Date and Time of Campus Process including the off-campus Process.

**There are times when company wishes to share the details during the PPT*

14. Code of Conduct for the Students

- a) Students should carry 2 hard copies of their CVs for the interview process.
- b) Students are prohibited to meet/contact the company professionals in person or otherwise (through phone or email) before or during the campus process.
- c) Students are **not allowed to negotiate** package, date of joining, Job profile, factoring of work experience, location or any other related issue.
- d) **They are allowed to seek necessary clarification from the company during the PPT only.**
- e) All communications with the company should be done through the placement cell only. In case the students receive direct call / mail from the company for an interview, students should keep the Placement Cell in the loop.
- f) Placed students are expected to give a photocopy of the signed offer letter to the P-Cell within a week. Students who have a PPO must inform the placement cell and should submit a copy of their PPO to the P-Cell within 7 days.
- g) Students are expected to be formally dressed on the day of the PPT with **utmost care** to the below mentioned factors:
 - a) Wear light-colored shirts with a matching tie. No fancy prints allowed. Well-ironed clothing is a must.
 - b) Footwear should be well polished.
 - c) Student should be well groomed in appearance; Boys are expected to be clean shaven and girls must use minimal make-up and ornaments & tie-up their hair.
 - d) Dress Code-
Boys: Blazer, matching trousers. Matching socks, shirt, tie, and formal shoes

Girls: Blazer matching trousers. Shirt, formal shoes (if girls are wearing socks, they should be matching with the trousers)

15. Confidentiality:

- a) Placement details are extremely confidential and therefore, all students are advised not to part with any information whatsoever to anybody else including friends / colleagues etc.
- b) Further, students are not permitted to share information of any company coming to campus with any other companies.
- c) Any contravention of the above will automatically result in debarring the student from the future placement process by the disciplinary committee.

Important Notes:

- a. Institute reserves the right to change any of the above-mentioned rules depending on external market conditions / factors.
- b. Students have to strictly follow the placement rules, no flexibility will be given to anyone.
- c. Some exceptions, if required to be made, will be dealt with, on case-to-case basis.

I hereby accept the above placement rules and will comply with it.

Students' Signature

Student Name:

Batch:

Parents Signature

