

PLACEMENT POLICY

Introduction

Placement is an activity that is integral to a Management College, and no one can do it better than the student representatives of the Placement Committee. They understand the batch's strengths, weaknesses, diversity, interests, and requirements and strive towards getting “Dream Companies” for all. The Placement Cell is a student-driven body, which under the guidance of the Training & Placement Officer is responsible for the holistic development of students’ careers and establishment of strong and sustainable Corporate relations. The aim is to increase corporate engagements through various platforms such as guest lectures, corporate interactions, seminars, and numerous other confluences.

The synchronized and mutual corporation of the students, institute, and industries for common benefits develops and advances the placement records of the college. Perks and salary packages, and the companies visiting the college for campus recruitment are some of the factors that are important to distinguish a college from another. The placement record’s quantity and quality are the fruit of the combined efforts of students and the Institute. Placement support shall be provided to all eligible and deserving students throughout the year.

Objectives

- Create awareness among students regarding available career options and help them identify their career objectives.
- Guide the students in developing skills and job-search strategies required to achieve their career objectives.
- Identify suitable potential employers and help them achieve their hiring goals.
- Organize activities concerning career planning.
- Actively support and coordinate with Faculties in order to provide the students guidance and support in their holistic development.
- Act as a bridge between students and employers.
- Take feedback from the industry and provide inputs for the curriculum.



Campus Placement Procedure for Participating Organizations

- The Training and Placement Cell shall invite prospective organizations/industries from the months of September of every Academic Calendar, along with all relevant information to participate in the campus recruitment at the institute. The organizations, in turn, can also contact the T&P Officer for their requirement.
- The details of the respective final-year students opting for placement shall be sent to the company/organization concerned, as per their requirement, along with a tentative, mutually convenient date for the campus interviews.
- The company/organization shall then confirm the date or discuss a mutually convenient date, with the Coordinator-Training and Placement. The organizations shall have an option to go for the pool campus recruitment.
- After confirmation by the organizations, a pre-placement talks (PPT), shall be arranged on the date. The company shall conduct tests and/or group discussions to shortlist the interested students. If required, telephonic interviews or interviews through video conferencing can be arranged.
- The organization shall then interview the short-listed students for final selection and announce the results as soon as possible (preferably on the same day), once the selection process is over. Companies announcing results immediately after interviews shall be preferred by the institute and the students for early campus interview dates during the next academic year.
- The organization that is unable to finalize the results on the same day and wish to have one more round of interviews at their office may do so within a week's time

Campus Placement Procedure for Students

Like any service, Placement Service is also a privilege extended to the students, and thus should not be interpreted as a right.

- Students who wish to avail the services of the Placement Cell need to register with the Placement cell.
- All registered students have to accept the Placement Policy before appearing for the Campus Placement process.
- Placement service is only for the current final year batch. If the company specifically asks for a particular batch, then only the unemployed students of that batch will be contacted.



- The placement status of all eligible students will be shared with the recruiting companies.
- Once a student is selected by a company, he/she will not be allowed to appear for further companies visiting for On or Off Campus Placements.
- Students have to accept the job offer in writing within 24 hours of the announcement of results or before the selection process of the next company whichever is earlier.
- Acceptance of a Job Offer by a student in writing means that he/she has to join the concerned company.
 - Due to any unavoidable reason, if a selected student fails to join the company, the same must be informed to the Placement Cell, with timely written intimation to the Placement Cell. No more placement opportunities will be provided by the Training and Placement Cell henceforth.
- The College Placement Cell will organize Professional Placement Grooming Training Sessions for the Students. Attendance in all these sessions shall be compulsory. Absence from these sessions shall result in expulsion from the Placement Process.
- Students must keep the Placement Office well informed if they are approaching any organization on their own. If they get selected by any organization (on their own), still it will be mandatory for them to submit the Offer letter to the Training and Placement Cell within 24 hours of receipt of the letter.
- Backlog Cases- Students with backlogs will not be allowed to participate in the placement drive.
- Discipline Cases: Students involved in disciplinary cases will not be considered for the placement process. Registration of such student(s) will be withheld till the case is unresolved and exonerated by the competent authorities. Student(s) will have to give very transparent and complete information regarding any involvement in a “disciplinary case”. Concealing of such information will lead to the cancellation of candidature for the placement process at any stage.
- Students must strictly adhere to the deadline for the Placement Registration with the Placement Cell. Students who could not register due to reasons that of Medical grounds will be considered and allowed only on the approval of the Director/Placement Officer.



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Eligibility at the Institute Level:

Students will be considered ineligible for placement activities if any of the **below-mentioned is true:**

- If students have not cleared the fee dues.
- Students who have less than 75% attendance.
- Student registers/agrees to attend a company's interview process and on the day of the interview round doesn't turn up or skips the interview rounds.
- Student skips more than one company for placement.
- Student attends 5 Final Interview Rounds provided by the Training and Placement Cell and still fails to get selected.
- If there is a misbehavior/indiscipline on the part of the student during the interview process.
- If a student is found guilty of misconduct at any time during the perusal of the Program/Course.
- Student approaches and communicates directly with the company's HR/recruiting authorities on his own (by any mode of communication).
- Student appears in any selection process stage of any company and withdraws his / her candidature.

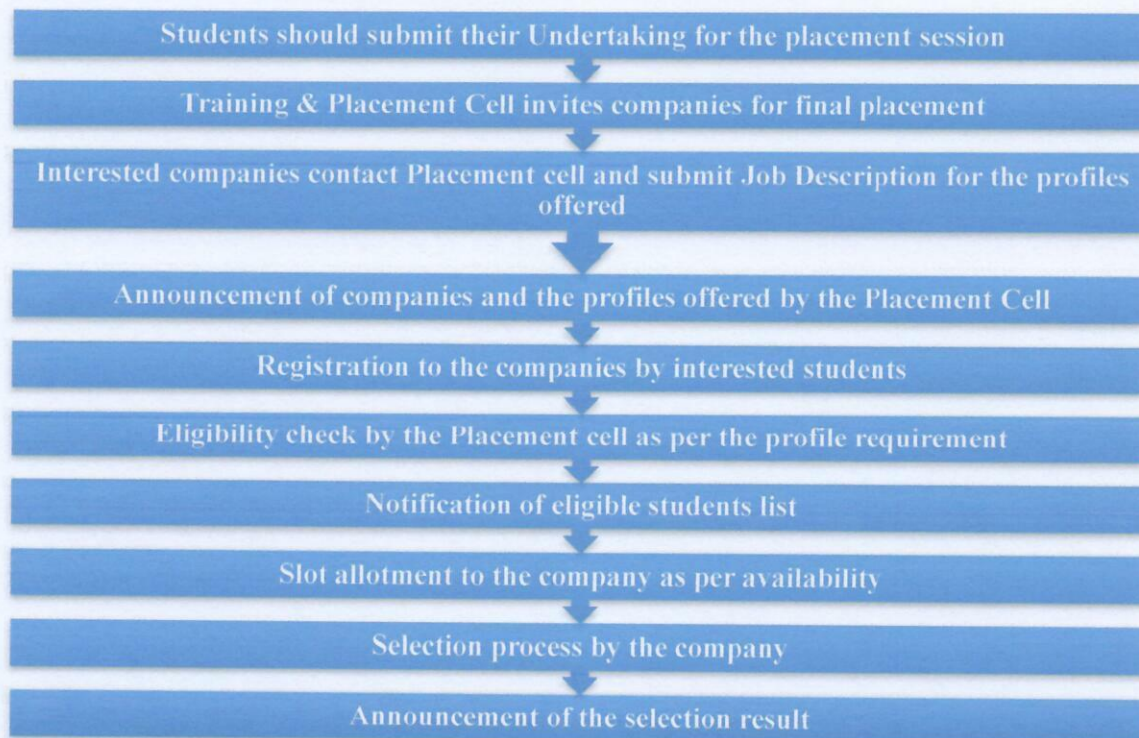


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PLACEMENT PROCEDURE – PROCESS

1. Placement Process:

The final placement process for the session shall begin in the month of September every year. The process flow for the typical placement/internship shall be as under:



1.1 Student Registration

All students who are eligible to participate in the placement session and wish to avail the assistance of the Training & Placement cell in securing final placement are required to submit their Undertaking form stating their willingness to participate in the final placement process with the Training cell as per notified schedule. It is mandatory for all students who wish to participate in the final placement process to submit the Undertaking form with the Training & Placement cell. However, in case a student opts not to submit the Undertaking form with the Placement cell at the beginning of the session, he/she will not be allowed to participate in the on-campus placement drive. Also, if a student does not wish to participate in the final placement process, he/she must submit the Opting-out form with the Placement cell by elaborately mentioning the reason for opting out of the final placement process.

All candidates need to provide their contact and academic information to the Training & Placement Cell and also provide an updated resume as per the prescribed format. The inability to provide the required information in the prescribed format within the notified schedule may lead to non-registration of the student for campus final placement assistance.



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The Training & Placement cell may monitor the information provided by the students throughout the placement process for any ambiguous/ wrong/ misleading/ fraudulent information. If any student is found involved in such practices, the student may be debarred from the placement process. In addition, this may also invite disciplinary action against the student.

Eligibility of students for final placement at the Institute Level

Students will be considered ineligible for placement activities if any of the **below-mentioned is true:**

- If students have not cleared the fee dues.
- Students who have less than 75% attendance.
- Student registers/agrees to attend a company's interview process and on the day of the interview round does not turn up or skips the interview rounds.
- Student skips more than one company for placement.
- Student attends 5 Final Interview Rounds provided by the Training and Placement Cell and still fails to get selected.
- If there is a misbehavior/indiscipline on the part of the student during the interview process.
- If a student is found guilty of misconduct at any time during the perusal of the Program/Course.
- Student approaches and communicates directly with the company's HR/recruiting authorities on his own (by any mode of communication).
- Student appears in any selection process stage of any computer and withdraws his/her candidature.

1.2 Invitation to companies for campus placement drives

The Training & Placement Cell is committed to providing support to the students of the institute for final placement. It will make all endeavors to invite and host, as many companies to the institute for placement as possible. In order to achieve this, a list of companies who have visited the institute in the past for their recruitment drives shall be maintained at the Training & Placement Cell. This list of companies as potential recruiters shall be constantly updated as and when possible.

The Training & Placement Cell will start inviting companies for final placement drives from the beginning of the placement session through email, providing a brief profile of the institute. Any company interested in campus recruitment from the institute should express its interest by email (placements_mgmt@met.edu) and provide all the details of the profile of jobs being offered,



remuneration packages, and eligibility requirements for the students. A company can submit multiple profiles for different positions that they wish to offer to the above-mentioned email id. In case of any deviations from the submitted details of the profiles, the same is to be brought to the notice of the Training & Placement Cell. Any changes in the information provided about the profiles will be allowed only after being agreed upon by the Training & Placement cell.

The company will be offered slots/ dates for carrying out the placement process comprising of, but not limited to, Pre-Placement Talk (PPT)/ Written Test/ Online Test/ Group Discussion/ Personal Interview. The company shall confirm the selection process before a pre-specified date and the slot/date shall be allotted to the company after confirmation. In case, if the company fails to do so, the allotted slot may be offered to other companies on their request. Request for any change in the slot can be entertained subject to its availability.

The company can ask for the information/resumes of interested students and has the liberty to shortlist them before the beginning of the placement process. However, the shortlisting criteria shall be notified in advance.

1.3 Announcement of online Company registration

Once the Training & Placement cell has received the details of job profiles from the interested company, the same will be announced using the suitable medium. Students are advised to go through the details of the company/job profiles/packages / eligibility criteria. Students interested in participating in response to the announcement made by the Training & Placement cell for the final placement drive by a particular company will be required to register for the same in the stipulated time period (This registration is in addition to the student registration made by the students before the placement season and will be required to be done for each visiting company). Students, who have not registered for the placement drive for a company, shall not normally be considered at a later stage for that company.

Any student who willingly withdraws/does not participate in the selection process after registering for it, without any valid reason, will be issued a warning on the first such instance. However, if such an instance is repeated, the student will be debarred from participating in the placement process till the achievement of 70% placements in his/her batch.



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1.4 Eligibility check and notification of student list

At the end of the registration deadline for the respective placement drives, the Training & Placement cell will carry out scrutiny as per the eligibility requirements mentioned by the company in the JD received and Training & Placement cell records. A list of eligible students for the respective placement drive will be notified to the students using the suitable medium. This list of eligible students for the respective placement drive/ job profiles shall also be shared with the company.

1.5 Slot allotment to the company as per available scheduled

All companies, on the expression of interest and submission of JNFs, will be allotted available slots/dates for carrying out respective placement drives as per the institute policy. The preference for allotment of slots/dates to the companies will be on the basis of a matrix comprising of:

1. Package offered;
2. No. of branches covered;
3. Number of selections done in the previous year(s), if any;
4. Participation in placements in previous year(s), if any.

Suitable slots shall be offered to the companies as per the criteria mentioned above and confirmed by the company in consultation with the Training & Placement cell.

1.6 Selection process by the company

The company can decide to choose a selection process at their discretion, which may include any mix of pre-placement talk (PPT) written test (technical/aptitude), group discussion, technical interview(s), and HR interview(s). The Training & Placement cell expects that the visiting company will inform the selection process and its components well in advance for its smooth conduct.

Training & Placement cell will provide the necessary infrastructure and assistance required to the companies in their selection process related to informing students, arranging for test material/centers, etc. Though the Training & Placement cell may provide assistance in the conduct of tests (subject to availability of volunteers), companies are highly encouraged to send their own representatives to conduct and proctor these tests.

The companies shall normally be required to provide the shortlist of students for interviews (based on student profiles and/or test performances) to the Training & Placement cell at least 01 hour prior to the



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start of interviews. The Training & Placement cell will inform the shortlisted students about the interview schedule once it is finalized.

1.7 Announcement of the Selection Result

Final selection of the students for the placement shall be made only from the interviewed candidates. It should be noted that the selected candidates must have participated in all rounds of the selection process.

It is expected that the company will provide a list of finally selected students to the Training & Placement cell at the end of the day/slot itself. In case further rounds of interviews are required to be held, the same should be communicated to the Training & Placement cell along with the list of shortlisted candidates (such information should also be provided in the initial profile submitted through the mail). The list of selected/shortlisted students should be duly signed by the responsible authority or can be sent to placements_mgmt@met.edu from an official/company email ID.

No 'on-the-spot' offers should be made directly to the students nor should students be given any indication of the selection during or immediately after the selection process. The companies are expected to hand over the list of selected candidates only to the authorized individuals to the Training & Placement cell for further processing.

In case, a candidate receives multiple offers due to the overlap of placement drives/slots, he/she will have to choose one offer and the final decision of the student will be communicated by the Training & Placement cell to the company within 24 hours. The Training & Placement cell strongly recommends that, in addition to the list of final selection, the participating companies also prepare a waiting list of the students. In case a student opts not to accept the offer, the students next on the waiting list may be confirmed, as per their merit. This waiting list will not be disclosed to the students (by Placement & Training cell or by the company) and will be released on per per-student basis, if required.

Once the offers are finalized, the company is required to send the offer letters to the Placement & Training cell. The Training & Placement cell will disseminate the offer letters to the selected students. The selected students will be required to accept the offer by signing the offer letter/acceptance letter in the required format (if provided) and submit the same to the Training & Placement cell, which will forward it to the concerned company.

Companies and students are expected to be in communication with each other ONLY through authorized officials/individuals from the Training & Placement cell and avoid direct contact during the placement



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drive except during the selection process. In case such a situation arises, please bring the incident to the notice of the authorized officials at the Training & Placement cell immediately.

The institute follows the 'One Student-One Job' policy. Once a student is offered a job, he/she is not allowed to further participate in the placement process. The participating companies are thus expected to honor their commitments in this regard relating to packages, profiles, location, and other such information as informed in the JNF. Any downgrade from the stated information in JNF is strongly discouraged and will be dealt with on a case-to-case basis by the Training & Placement cell.

2. Pre-Placement Offers:

Pre-Placement Offers (PPOs) are to be routed ONLY through the Training & Placement cell. Any student receiving a PPO is required to report it immediately to the Training & Placement cell. All students who have already received a PPO and accepted it would also be required to report the same to the Training & Placement cell. Such students, who have already received and accepted a PPO, shall not be allowed to further participate in the placement process. This applies to the offers by companies that are not participating / unlikely to participate in the placement process.

A student who receives a PPO and does not inform the Training & Placement cell of the same may be debarred from further participating in the placement process and the company is notified of the same.

3. Off-Campus Placement Offers

The students who have not registered for placement assistance from the institute can seek off-campus placements. However, students are highly encouraged to provide details of placement opportunities in the companies they are seeking to the Training & Placement cell so that the company can be officially invited to the campus.

Any off-campus placement offer to a student must be informed to the Training & Placement cell by the student immediately.

4. Code of Conduct

All students should confirm that their behavior is fitting of the highest levels of professional conduct, ensuring that all of their acts:

- i. are of high ethical standards;
- ii. are not in deviation from the standards/ code of conduct adopted by the profession;



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- iii. use language and actions that are acceptable in the presence of peers, subordinates, and/or supervisors;
- iv. are not in deviation from the code of conduct as adopted by the institute;
- v. are not detrimental to the reputation of the institute/ Placement & Training cell/ Company;
- vi. do not negatively influence the chances of selection of another student

Any deviations from the above will be treated as a case fit to be considered as an incident of misbehavior and violation of the student code of conduct. Such instances shall be treated strictly and may invite serious disciplinary action against the student, in addition to debarring the student from participation in the placement process.

5. General Guidelines

- All full-time registered final-year students of MET IOM are eligible to participate in the placement process through the Training & Placement cell.
- All students eligible for on-campus placements have to submit the Undertaking form with the Training & Placement cell.
- All applications to the companies are to be made through the Training & Placement cell ONLY. If a student does not apply through the Training & Placement cell for a particular company, he/she will not be allowed to participate in the selection process of that company.
- All students are advised to check the company profile and background thoroughly before applying. The Training & Placement cell will not be liable for any default at/on the company's end at any stage later.
- Once registration for a company is done all rules as per student policy will apply.
- Any student can withdraw his/her registration for a company ONLY up to 24 hours before the start of the placement process by the company. There can be no withdrawal after this limit.
- Students are expected to behave with the companies in a courteous manner should not argue with the recruiters and maintain decorum even under provocation/extreme situations.
- No discussion with the recruiters regarding selections/selection process should be done except by the authorized personnel for the purpose.
- If the students face any behavioral issues/problems from the recruiter's side, they should inform such issues/problems to the Training & Placement cell immediately. Students will not take any action at their end.



- If there is a misconduct incident reported against any student, appropriate disciplinary action may be initiated, including debarring from further participation in the placement process.
- Absenteeism from the selection process after registering for the same may invite strict disciplinary action, in addition to debarring the student from further participation in the selection process. Attendance is counted only when the student is physically present.
- Students appearing for any tests/GD/presentation should report before the start of the process. Any entry post the scheduled time may not be allowed and the students would be considered absent for that particular process. Any violation or forced entry after that time limit would be considered misconduct and will be dealt with as such.
- No cell phones are allowed in a test. The process holds the same sanctity as any of the minor/major exams and the students may be debarred if found in violation as also leading to disciplinary proceedings.
- Impersonation in tests/selection process or any kind of malpractice is a serious offense. Seating in tests will be pre-defined by Placement & Training cell/company representatives and any violation will be considered as misconduct and the student is liable to be deregistered immediately and referred to the concerned authorities for disciplinary action.
- Students are not allowed to share their personal contacts or approach companies coming on campus in a personal capacity via any means. If asked to fill in at any place, you should fill in the contact details of the Training & Placement cell, refer to the Training & Placement cell webpage on the Institution website for details, or contact the Training & Placement cell in case of discrepancy before proceeding.
- Students must carry their Institute ID cards at all times during the placement process. No one would be allowed to enter the test/interview venue without the institute ID card.
- Students should strictly follow the prescribed dress code while participating in the placement process.
- The date/time/venue of the interviews may change which, at times, maybe at short notice. Students must keep themselves well informed in this regard.
- Training & Placement cell shall not be liable for any visa related issues.

Date: 19th August, 2021



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Director

MET Institute of Management

ANNEXURE - 1

Student Undertaking for Placement

I, _____ hereby request you to kindly allow me to register for the Campus Placements of MET Institute of Management for the year _____ Batch. I am interested in the Placement Assistance provided by the Institute. I agree to abide by the rules and regulations laid down by the Management and by the placement cell as under:-

1. I have read the Placement Policy and agree to abide by the rules and regulations specified in it.
2. I shall ensure 100% attendance in all the mandatory sessions organized by the Institute like Guest Lectures, Alumni Interactions, Placement Trainings, Workshops, and numerous other confluences.
3. I shall ensure that my updated CV is on the server of MET Placement.
4. Whenever I register for the placement of a particular company, I shall be punctual and attend the entire Pre Placement Talk and the entire Selection process of the company.
5. I agree to abide by the service conditions of the company that comes to campus; including location and work schedule.
6. After I receive an offer from the company, I shall join the company as required.
7. I will adhere to timelines laid down by the placement department and follow their code of conduct.
8. I am aware that the placement department is solely responsible for sending the updated CV to the company, as per the recruiter's requirement (e.g. marks, stream, etc.) and the final decision rests with the employer.
9. I undertake that if and when my CV is submitted to any organization upon my request, it will be obligatory on my part to attend the interview and selection process.
10. I undertake that if given an offer by the organization, the acceptance of the same shall be conveyed to the placement department and not directly to the organization, unless the HR of the

organization communicates with me regarding joining/selection formalities/documents. I will not communicate any decision directly to the HR of any hiring organization.

11. I undertake that I will not communicate directly with the organization identified by the placement department at any point in time unless required to do so by the Placement Office.
12. I am aware that students not adhering to the Dress Code (Formal Attire with a Blazer) and not carrying their CVs plus Photos (Passport Size) will not be allowed to participate in the placement process.
13. I undertake that I will sincerely participate in all the pre-placement assessments, online/offline preparatory tests, and Mock Interviews; failing which I can be debarred from Campus Placements.
14. If I desire to search for a placement on my own then I will keep the placement department duly informed in writing and I will ensure that the benchmark set for the CTC & other parameters by the Institute are adhered to.
15. I agree to be disciplined during the entire placement process.
16. I undertake that I will never malign the Institute's name, image, or reputation by using negative words online or offline. Such libel will be strictly penalized.
17. If I violate any of the above conditions, I shall forfeit my right to seek placement through MET.
18. I agree for PAN India Relocation – YES \ NO (Tick the option)

Student Name, Class, Roll No: _____

Date: _____

Sign _____

ANNEXURE - 2

Students Opting-out Form from MET Placement Process – BATCH - _____

Name of Student	
Batch	
Course	
Specialization	
Reason for opting out of Campus Placement	
If you are joining any company please mention name of company and Date of joining	
Signature of Student	
Comment from Placement Dept.	
Signature of Placement In-charge	

Placement Officer
MET Institute of Management

Director
MET Institute of Management