

## **Policy for Placements 2023**



**Department of Management Studies**

**St. Joseph's Institute of Management (JIM)**

**St. Joseph's College (Autonomous)**

**Tiruchirappalli**

**Objectives:**

To improve the placement benchmark, year after year.

To align student expectations with industry requirements.

**Scope:**

All students are eligible for summer internships (SIP) and final placement.

**Team:**

The team comprises the Director, Chair of Placement, and student teams from the first and second years.

**Roles & Responsibilities of the Chair of Placement:**

Plan the strategy for the placement.

Strengthen institute-industry connects.

Leverage the alumni network.

Plan of action in line with the strategy.

Strengthen relationships with regular recruiters.

Build relationships with identified new recruiters.

Manage data.

Manage logistics during placement week.

**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.

The placement team reiterates that students must meet the following prerequisites:

- CGPA - 6 or higher, till the third semester.
- Downgraded students cannot be a part of the placement process.

## **Placement Norms:**

Eligibility to be reinforced to improve the placement opportunity year after year.

Form a placement committee to serve as the think tank for the year's placement strategy.

Conduct a mock assessment for final-year students.

Identify a personal development plan for each student.

Faculty mentors should assist students in honing their skills in behavioural, aptitude, case studies, group discussions, and current affairs.

Students may choose to opt out of final placement. They must send a letter to the Chair of Placement for approval.

All students must participate in the pre-placement talks of the companies. This helps students make informed decisions about participating in the selection process.

A student shortlisted must participate in the selection process. However, in the case of a personal crisis or health reasons, the Chair of Placement should be contacted for suitable consideration.

There will be complete transparency while handling the companies, and authentic information will be conveyed to the students.

Students are encouraged to put in their best efforts. If a candidate intentionally underperforms, they will be debarred from attending any further processes.

The dress code for students attending placement interviews is western formals.

The placement process is driven and facilitated throughout by the students' team, with guidance from the Chair of Placement.

During placement time, the process starts at 8:00 AM and may extend till 11:00 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 names of the selected students on the same day or the previous day. This is important to withdraw students from subsequent placement processes.

That means, a student selected by a company is excluded from the selection process of other companies.

During placement time, constant counselling of students would be done to ensure that they are in the right frame of mind

After placement, all companies will be asked to send a mail/letter of confirmation at once and subsequently to send the offer letter at the earliest.

In the unforeseen event that a company revokes a student's offer before the student joins the firm, the institute will aid in finding a new job.

If a candidate fails to prove themselves in performance and the company terminates the candidate, JIM will not be held responsible for finding a new job assignment.

The placement process continues even after the placement week, until all students are placed.