

# IHM, PUSA PLACEMENT CELL GUIDELINES

**2022-2023**

## **GENERAL RULES:**

1. The Placement Cell strictly enforces **ONE STUDENT - ONE JOB OFFER** policy
2. All UG/PG students seeking employment who meet the minimum percentage criterion and are expected to graduate from the Institute by the end of the academic year can sit for placements. Registration will open soon. In case students has plan for higher studies/ open a startup. (Google form will be shared for the same)
3. A regular M.Sc. student, whose percentage is 60% and above (IN NCHM COMPONENT TILL PREVIOUS and IGNOU COMPONENT TILL PREVIOUS), can register. All the exams of both NCHM and IGNOU should be clear pass for students. Students with pending or supplementary papers will not be eligible for placements (exceptional cases permitted). However, the Placement Cell has the authority to change the minimum percentage criterion for placement registration with prior notification and due to COVID condition the case can be handled accordingly for missing any IGNOU exam after taking permission from the head of the institute. In this case, students who do not meet the amended minimum percentage criterion will be de-registered from the placement activities.
4. A regular B.Sc. student, whose percentage is 60% and above (IN NCHM COMPONENT TILL IInd year and IGNOU COMPONENT TILL IInd YEAR), can register on the placement portal. All the exams of both NCHM and IGNOU should be clear pass for students till IInd year. Students with pending or supplementary papers will not be eligible for placements. However, the Placement Cell has the authority to change the minimum percentage criterion for placement registration with prior notification and due to COVID condition the case can be handled accordingly for missing any IGNOU exam after taking permission from the head of the institute. In this case, students who do not meet the amended minimum percentage criterion will be de-registered from the placement activities.
5. Attendance of all eligible students should be 60% and above in both theory and practical.
6. Campus placement is a facility provided for the eligible students.
7. Any queries regarding procedure/rules etc. may be addressed to the Placement Cell

through the respective email ID [placement.ihmpusa@nic.in](mailto:placement.ihmpusa@nic.in) only.

8. Students are advised to read the announcements made, go through the company website, and apply only if interested.
9. The resume format will be shared by the Placement Cell so that it looks professional. The details given in the resume must be genuine and any student found violating this rule will be disqualified from the placement for the rest of the academic year.
10. All the details given in the resume will be verified by the academic cell and administration with supporting documents.
11. The students who apply for the initial selection procedure including resume submission/written test/GD/interview etc. must attend the remaining selection procedure of that company/organization if they are shortlisted by the organization in the initial selection procedure. **If noticed otherwise, the students will not be allowed to take part in further placement activities.**
12. Students may attend multiple processes during a particular sector (Hotel, QSR, Restaurant, Retail or Allied) slot if they have not yet been given an offer by a company.
13. A company can roll out an offer to a student at any point during his/her interview in a spot offer round. In case the student gets selected in a company/organization, then **he/she will be excluded from the procedure of any other company whose process is running in parallel with immediate effect in the same sector** (Hotel, QSR, Restaurant, Retail or Allied). So, apply for company if you have conviction. be conscious of applying for companies. Refrain from applying in case you are not sure that you will accept the company's offer. Also understand how much efforts are wasted of the company and Placement Cell taking a student through all the rounds and then not joining the company once the offer letter is in your hand. Few of your batch mates who are in dire need of job, please don't take away their jobs. **Humble request to be considerate for your own batchmate.**
14. If a regular 'eligible' student, who has applied for a company's job profile, fails to appear for its process, he/she will be de-registered from the placement activities.
15. In case a student wishes to withdraw his/ her name from a placement after initially giving the name may do so within 24 hrs. of giving the name to the placement coordinator, failing which, the candidate would be debarred from appearing in any subsequent interviews.
16. After getting a job offer, if any student decides to withdraw his/her acceptance any

time till the conclusion of the academic session, he/she must inform the company through the Placement Cell with a justifiable reason immediately. Keep the institute in the loop. **Not encouraged though and will be accepted in exceptional cases only.**

17. If a student receives a placement with minimum INR 7 lakh as Total CTC/ Year, then the student is not eligible for any more job offers. Once a student has been given an offer by a company with INR 7 lakh or more as total CTC, he/she will be de-registered from the placement process irrespective of whether he/she accepts or declines the offer. (Placement Cell won't be seeing the breakups that are offered in Salary Package for the same i.e., salary after 3/6 months or any conditions apply etc. Cell will just see the gross salary). Institute does not intervene with company policies stating providing Fixed Term Contract (FTC). Performance during the training is contingent on continuation of employment.
18. If a student receives a placement with less than INR 7-10 lakh CTC, then the student has an option to apply for one more job in same sector or others which offers 1.5 times greater CTC than the one already received. The option is strictly for only one more job and the de-registry would be initiated soon after. **(Also, if a MT position of hotel comes later after having one job offer and student wishes to sit for the same, he/she will be eligible one more time only).**
19. Institute is not responsible for any change in company policy after campus placements.
20. Honesty, Integrity, and Compliance to the above conditions must be ensured by the students.

### **DRESSCODE:**

Dress Code to be followed whenever they participate in any interaction with a company: Students (girls and boys) must be properly kempt and wear neat business attire.

- Formal clothes for boys include formal shirt and trousers with tie, blazer and oxford leather shoes. Mandatory accessories should include wristwatch and handkerchief. Mild deodorant is recommended
- Formal clothes for girls include either a formal saree or formal shirt and Trousers/Skirt with necktie scarf / cravat. Mandatory accessories should include wristwatch, pearl necklace, pearl earring and handkerchief. Light makeup and mild perfume are recommended.

## **PUNCTUALITY & DISCIPLINE:**

1. Late comers for Aptitude Test/GD/ Interview will not be allowed to appear for the selection process.
2. Students should maintain discipline and show ethical behaviour in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the Institute's name will be disallowed from the placements for the rest of the academic year.
3. Students found cheating or misbehaving or violating placement policy in the selection process (Test / GD / Interview) will be disqualified from the placements for the rest of the academic year. Offers will be cancelled for the selected students, who default the above discipline.

## **PRE PLACEMENT /OFF- CAMPUS OFFERS:**

1. The students must inform the Placement Cell immediately once they receive the Pre-Placement Offer (PPO)/ Off-Campus Offer.
2. Once a student accepts a PPO/Off-Campus Offer, he/she shall be de-registered from placement.
3. The students' acceptance letter of the PPO offer should be only through the Placement Cell.

## **ADDITIONAL POINTS TO NOTE:**

1. There may be Pre-Placement Talks (PPTs)/Tests on short notices due to unavoidable circumstances since the companies sometimes come up with a short deadline. Students must be prepared for such situations. Always keep ready at least three sets of resumes & four copies of the photograph. Do not forget to bring institute ID-card at the time of the written test.
2. Be ready with all certificates (in original & duplicates) for the curricular and extracurricular activities as mentioned in the CVs.
3. Keep checking for emails from placement Cell or student coordinator email ID and the announcements on the placement whatsapp group for the schedule for PPTs/Tests/Interviews and other important information. The venue of PPTs/Written Tests/interviews will be notified to students through above-mentioned sources. It is advised that the students frequently check their email during the placement season.
4. Requests for providing printouts & photocopies from the institute during placement processes will not be entertained as they cause disruption to regular activities.

5. Students must maintain a cordial relationship with the recruiters. Treat recruiters as our guests and any altercation can leave a negative impact.
6. Students should not contact the HR personnel of companies directly. All communication with the company should be through the Placement cell. Strict action would be taken against any student found contacting the HR without the knowledge of the Placement Cell.
7. Kindly consult subject specific clarification from 3<sup>rd</sup> yr faculty/ other subject experts by taking prior appointments from concerned faculty members.

**\*Note: Any disagreement issue will be sorted out by the head of the institute, and the decision will be taken as final decision.**

**BEST WISHES FOR PLACEMENTS 2023**