

IHM, PUSA PLACEMENT CELL GUIDELINES

(2023-2024)

MISSION: Each and every student of IHM, Pusa gets a promising placement on the campus itself. In order to achieve this end, it is planned to offer a limited number of candidate to the recruiters who are most likely to work with them.

OBJECTIVE: To enhance the goodwill and professional image of the institution as the leading institution in the country.

GENERAL RULES:

1. The Placement Cell strictly enforces **ONE STUDENT - ONE JOB OFFER** policy
2. All UG/PG students seeking employment, meeting the minimum percentage criterion and expecting to graduate from the Institute in the academic year can sit for placements.
3. A regular M.Sc. student, whose percentage is 60% and above (IN NCHM COMPONENT and IGNOU COMPONENT of last semester), 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).
4. A regular B.Sc. student, whose percentage is 60% and above (IN NCHM COMPONENT TILL IIInd year and IGNOU COMPONENT TILL IIInd YEAR), can register on the placement portal. All the exams of both NCHM and IGNOU should be clear pass for students till IIInd year. Students with pending or supplementary papers will not be eligible for placements (exceptional cases permitted).
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 bonafide and 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 only.
8. Students are advised to read the announcements made, go through the company website, and **apply only if interested** after due consideration and conviction to accept the offer and commit to accept the offer without any second thoughts.

9. The resume format will be shared by the Placement Cell so that it looks professional and consistent for all students of IHM, Pusa. 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. **This is necessary to project the professional image of IHM, Pusa to the recruiters. If this condition is violated, the students will not be allowed to take part in further placement activities. (i.e purposively spoiling the selection process)**
12. Students may attend multiple processes side by side of both **hotel and non hotel segment (Time Share hotels, Retail, E- Commerce, Airline, QSRs, HR consulting companies etc.)** till offer has been received from any company {Only exception in terms of higher (1.5 time) or in terms of Management Trainee position of a hotel}. A company can roll out an offer to a student at any point during his/her interview round. In case the student gets selected in a company/organization, then **he/she will be excluded from the process of other company which is running parallel with immediate effect** {Only exception in terms of higher (1.5 time) or in terms of Management Trainee position of a hotel}. So, apply for company if you really want to go ahead with a particular company. Refrain from applying in case you are not sure that you will accept the company's offer. **Humble request to be considerate for your own batchmate's. Please don't take away their opportunity.**
13. In case a student wishes to withdraw his/ her name from a placement after initially giving the name may do so within 24 hrs or can be less time too.
14. 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 placement cell with a justifiable reason immediately and institute will inform the company. This point suggestion is **not encouraged though and will be accepted in exceptional cases only i.e if it is under institute placement guidelines permit.**
15. Placement Cell won't be seeing the breakups that are offered in Salary Package i.e., salary after 3/6 months or any conditions apply etc. Placement cell will just see the

gross salary. Institute does not intervene with company policies stating providing Fixed Term Contract (FTC). Performance bonus or Incentives are not considered by placement cell. Students who have got job offering salary of Rs. 7.00 LPA and above are not allowed to sit in any other company offering higher salary package.

16. If a student receives a placement in any hotel or non hotel segment with less than INR 7-10 lakh CTC, then the student has an option to apply for one more job in hotel and non hotel segment which offers 1.5 times greater or MT position than the one already received. The option is strictly for only one more job and the de-registry would be initiated soon after.
17. The students who are interested for off campus placements only, do inform us in writing by 1st September 2023.
18. Those who are willing for off campus and duly have informed placement cell will keep us in CC while applying through email or any other mode of communication to the companies.
19. The student post finishing the institute campus placement can apply off campus as per their wish **but are restricted to apply in companies that had already come for campus during the placement session for at least one full academic session of their next batch.**
20. The company which is already in process of recruitment through institute campus, one can not apply in it strictly through off campus.
21. Institute is not responsible for any change in company policy after campus placements.
22. Honesty, Integrity, and Compliance to the above conditions must be ensured by the students.
23. **In case of breach of placement guidelines, strict administrative action will be taken. The institute's management decision on the administrative action will be treated as final.**

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.

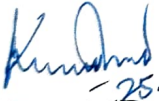
ADDITIONAL POINTS TO NOTE:


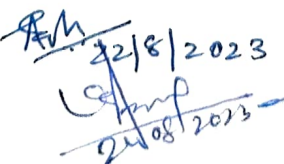
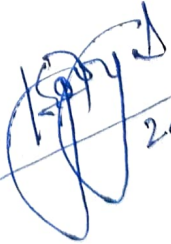
1. There may be Pre-Placement Talks (PPTs)/Tests on short notices due to unavoidable circumstances since the companies sometimes come up with a short deadline. Students must be prepared for such situations. Always keep ready at least three sets of resumes & four copies of the photograph. Do not forget 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 must have paid the semester fee to proceed for placements, pending semester fee students won't be allowed to sit for campus placements or for any further rounds that are lined up in the process.**
 7. 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.
 8. Kindly consult subject specific clarification from 3rd 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 2024


25.08.2023.
K K Pant (Principal)
Meenakshi Sumbly (HoD)
Anil Goyal (HoD)
Anshu Singh (HoD)
Umesh Aggarwal (AO)


25/8/23

22/8/2023

24/08/2023