



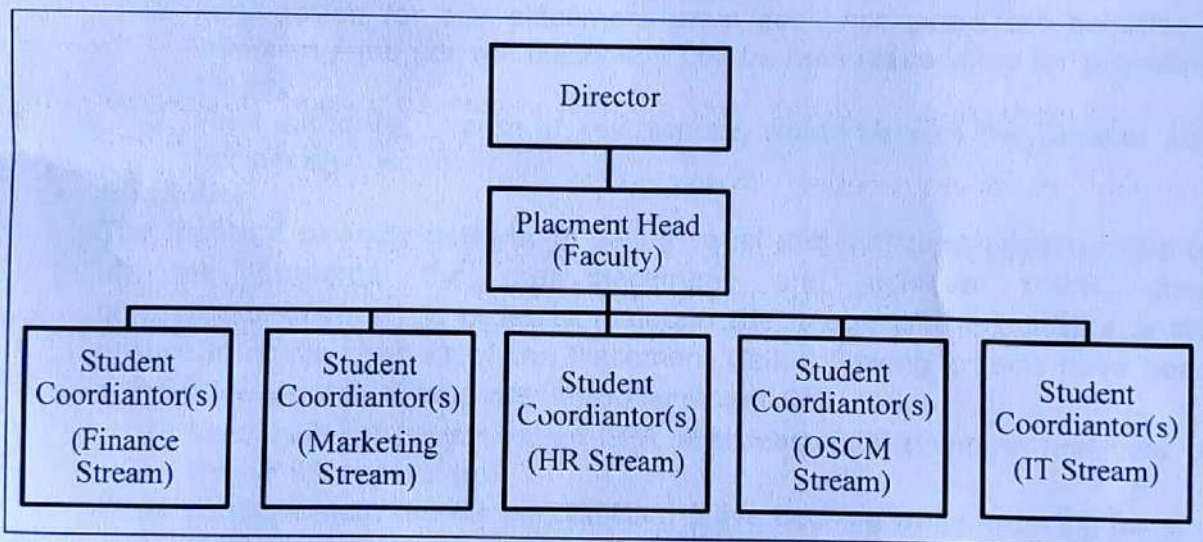
6. IndSearch - Placement Policy

Placement cell of IndSearch is engaged in facilitating students to acquire internships and job placements, and to assist the companies in meeting their resource requirements. The institute provides infrastructure to conduct pre-placement talks, placement drives, interviews and other related activities. There is a dedicated team for placement cell comprising faculty and student coordinators.

Objectives of placement cell:

- I. To facilitate holistic development of students and to prepare them for entry into the corporate world / industry.
- II. To build and strengthen Institute's long-term relationship with the industry, for mutual benefit
- III. To understand industry expectations from the aspiring job seekers and to facilitate development of required skills among students
- IV. To maintain and provide information about placements to all stakeholders

Structure of placement cell:



Selection of student coordinators:

- Selection of student coordinators will be done by Director and Placement Head.
- Director / Placement Head may release any student coordinator from his / her responsibilities at his/her discretion, if necessary.



Duties of student coordinators

- Student coordinators will assist the management of institute towards all placement related activities and will follow the instructions given to them.
- Student coordinators must regularly update the online system of placement cell (company details, student status and other details present in the system).
- As per the guidance of Placement Head / Director, student coordinators will search for companies & job openings, make phone calls to company officials, arrange meetings with them, accompany Placement Head / Director for the meetings.
- Student coordinators will ensure that proper arrangements are made during the placement drive arranged on campus.
- Student coordinators will actively participate in organizing the guest lectures, campus placement programs, campus visits by company representatives etc.

Criteria for admitting students for placements

- **Important guidelines for students / Important points for students to remember:**

1. Campus placements are a privilege/facility extended to students.
2. Registration for any placement drive does not guarantee an offer / selection / job nor will placement cell be held responsible for providing the job.
3. Final authority, in case of any dispute, would be with the Director and her decision would be final.

- **Eligibility**

The Institute strongly believes in giving equal and sufficient opportunities to all the students for the placement and achieve 100% good placements. However, in order to maintain the image of the Institute and to ensure effective conduct of the Placement Cell, following criteria have been defined for enrolment of students to Placement Cell -

1. Student must have secured GPA of at least 6.00 points in first year of their MBA curriculum.
2. Student must not have more than 1 live backlog while applying for any placement drive.
3. Student must have paid all the tuition fees of the current academic year.
4. Student must have attendance record of more than 75% during the academic semester till the date of applying for any placement drive.
5. Students must not have been blacklisted from placement activities by the institute.
6. Students must follow all the rules and regulations set by the management of the institute.



7. In case the company asks the Institute to short-list candidates internally and nominate short-listed candidates only, the placement cell would short-list candidates on the basis on their academic performance and overall performance during the mock-interview sessions. The decision of Placement Cell would be final.

- **Registration for Placement Cell**

1. Student must register in the Placement Cell by filling up the prescribed form and by paying the necessary fees, if any.
2. It is mandatory for registered students to attend all placement support activities like aptitude tests, mock interviews etc., otherwise they will not be eligible for the placement process.

Placement process

- **Communication:**

- All the information and updates regarding any placement drive will be communicated to students by any of the following ways:
 1. Through online system accessible by all students (www.indsearch.ac.in)
 2. Through email by official email id (cdc.indsearch@gmail.com/cdc@indsearch.org) of placement cell
- Students must not rely on information conveyed to them through any medium other than stated above.
- Any student should not directly communicate to company officials unless specifically asked by the company or suggested by placement cell.
- Before applying for a job, students are expected to do sufficient research on their own about the company, job profile, and prospects. The Placement Cell may not be in a position to provide all such information to students in advance.

- **Registration for placement drive:**

- Student interested to participate into any placement drive must register his / her name according to instructions provided.
- If a student fails to follow registration deadlines, then he / she will not be considered for the respective drive, except in some emergency / special cases after discussion & permission by Placement Head / Director.

- **Discipline & dress code:**

- While participating in any placement drive students are required to be in professional dress code (in institute uniform if asked by placement cell).
- All students should behave in disciplined manner and should take care to continue and uphold the institute's brand.
- Students must be punctual and well organized at the time of appearing for interviews. They must have their updated CV, marksheets,



certificates and other relevant documents with them at the time of interview or any other selection process.

- **Job offer:**
 - Once a student is selected, he/she is excluded from further placement drives.
 - Such exclusion will be exercised even if the student turns down an offer given by company for what-so-ever reason.
- **Post-placement:**
 - In special cases, Student can join a company during 4th semester/trimester of MBA after taking written permission and submitting the undertaking letter to Director.
- **Criteria for exclusion from placement process:** Institute may exclude student from placement process if
 - Student is late / absent for either pre-placement talk or selection process of a company
 - Student is poorly groomed, not in uniform (if asked) or involved in acts of indiscipline or malpractice
 - Student is found to have submitted wrong data/ information
 - Student abandons selection process after being shortlisted for further rounds
 - Student is involved in any kind of misbehavior
 - A complaint is reported by the company officials / faculty member / staff
- **Feedback:** Students are requested to provide feedback on placement process and activities.

Support provided by placement cell to students

Placement cell will provide following support to students:

- CV / resume writing guidance
- Coaching for interview, group discussion process
- Counselling sessions
- Guest sessions by industry experts and eminent personalities
- Mock interviews
- Aptitude tests

Effective date: 1st January 2020

(This policy may be subject to review during the Academic Year, if required.)

Dr. Aparna Tembulkar
Director

Date: 15th July 2019

