

## **Placement Policy: 2016-2018**

### **Summary:**

The Placement Policy has been designed by Regenesys Institute of Management to define the overall structure & processes of the Placement cell, and to structure the roles & responsibilities of the teams working on this process of Placement cell including Internships.

### **Objective:**

1. To ensure that all eligible students get on or off - campus Placement.
2. To ensure that the deserving candidates have an opportunity to start their career in the profile of their choice or PP opportunity in the company where they did their internship.
3. To maintain the quality standards of the placements offered.
4. To ensure that the team works according to the defined processes to achieve common objective.

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### **Scope:**

This policy relates to all Postgraduate & Undergraduate courses and other courses offered by Regenesys Institute of Management.

1. Students will be assessed.
2. Campus recruitment is meant only for the eligible Students of who have completed all the certifications.
3. Brings together the students and the potential employing organizations in order to facilitate interactions between the two.
4. For this purpose, Placement Officer will correspond with organizations, arrange interviews for students and co-ordinate various Placement activities.
5. All Placements will be routed through the Placement Officer.

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### **1. Placement Policy Guidelines:**

- 1.1 Signing the Placement Policy would be mandatory to be eligible for the Placement process by Regenesys Institute of Management.
- 1.2 It is mandatory that the attendance of each student should be at least 75%. The Academic Head should approve any leave in advance over email. In case a student fails to achieve 95% attendance, he/she would have to complete additional assignments/practicals on extra days apart from their normal lecture days.
- 1.4 Student should have cleared all the exams as well as scored minimum 75% in all subjects.
- 1.5 Student should have completed all practical and theory assignments and their mini dissertation.
- 1.6 Students having a backlog in any of the subjects would not be eligible for placement.
- 1.7 Institute is not bound to place a student until and unless he has passed all the subjects, attendance is up to the mark and clearance from have been signed by the three departments – Academic, Placement and Finance.
- 1.8 Fees is to be paid before the beginning of every semester; any irregularity in payment of fees shall lead to debarment from the placement process.

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1.9 Students will get five opportunities for Placement to secure a job.

1.10 Student can opt for final placement in South Africa or India.

### **2. Placement Notices & Students Information:**

2.1 The Placement Officer will notify about company's campus visit and Placement opportunities via Notice Board, e-mail, or Class Announcements.

2.2 Students are themselves responsible for reading and understanding the Placement Events and Notices displayed on the notice board or e-mails received from the Placement Officer.

### **3. Nominations, Candidature & Short-listing:**

When companies ask Institute to short list and provide limited number of C.V.'s as per the specific QR/KRA/ requirement or when the number of applications to vacancy ratio is more than what is acceptable by the company, the Placement cell will take the following action:

3.1 The Institute reserves all the rights to shortlist and CV's shortlisting shall be done on the Academic and overall Performance report shared by Course Head.

3.2 Students have to apply within the stipulated deadline. CV's sent/shared post deadline shall not be accepted.

3.3 Placement Officer is responsible to ensure fairness in the selection process. In this regard, help or assistance of

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available student volunteers may be taken for short-listing.

- 3.4 CV submission shall not be delayed and telephonic consent may be taken from the students before sending their C.V.'s.

### **4. Short-lists Received from the Companies:**

- 4.1 As soon as the names of short-listed students are received from the companies, they will be displayed on the Notice Board or e-mailed along with date, time & venue for the next event in that selection process. Students need to take action accordingly.
- 4.2 If students do not participate for the process ahead, they should obtain prior sanction from the Placement Officer or Director and it will invite debar provision.

### **5. Salary Package:**

- 5.1 It may be possible that a company comes with higher package (for instance – 8-10Lakhs), but student gets a package lower than 6 - 8 Lakhs (Committed Package) due to poor performance in the interview, Regenesys Institute of Management will not be responsible for compensating on the deficit and student shall have to accept the offer.

### **6. Selection Process:**

- 6.1 Depending upon the process followed by the company, one or more of the following selection tests will take place, either at the Company venue or the Campus:
- i. PPT- Pre Placement Talk

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- ii. Written English Test
  - iii. Profiling / Psychometric Test
  - iv. Extempore, Verbal Speech / Presentation test
  - v. Formal Spoken Presentation on a Given Topic
  - vi. Group Discussion
  - vii. Personal Interviews (PI) – one or multiple rounds.
- 6.2 Information will be put on e-mail by the Placement Team and further communicated, if feasible through notices and class announcements
- 6.3 Student will ensure that they are present at the venue with necessary documents (as announced in the Notice/e-mail) in the prescribed dress code (when not prescribed, Regenesys uniform will be worn) and 15 minutes prior to the specified time.
- 7. Debar Provisions from Placement Cell:**
- 7.1 Once the names of short-listed candidates are displayed, they will attend the next step of the selection process, or any other. Absent students will be debarred from further Placement support for next three companies decided by the Placement Officer.
- 7.2 A student will be permitted to withdraw from the placement /internships process by indicating in writing the reasons of his/her unwillingness to go through the next phase of the placement. In which case student wouldn't be required to

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adhere to point's 1.2,1.4 and 1.6.

- 7.3 Standard Performa will be available at Placement cell. If a student reaches the final interview, but wants to withdraw due to salary package, working condition, career progression or any other reason that has come to his/her notice during last phase only, he/she will have to complete the final interview, but indicate unwillingness to the recruiter in writing with copy to Placement cell stating clearly the reasons. Placement Officer must be informed well in advance. If the procedure is not followed, students will attract the debar provision.
- 7.4 Once the offer letter from the recruiter is received, and the student has not expressed his/her reservations, he/she will be removed from the Placement list and will be considered as 'already placed'.

### **8. Post–Selection:**

Following contingencies may occur:

- 8.1 The Company may want the selected candidate/s to complete entire Programme/Course before joinin, which would be supported by the Institute in the interest of the company and the student. Students will take full advantage of the situation and complete the course in the full and earnest.
- 8.4 It is mandatory for the student to work at least 6 months post joining the job.

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### **9. Redressal of Placement Disputes:**

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9.2 Students may seek information or clarification on Notices, selection, e-mails, CV's etc.

9.3 In case a student wants to give any suggestion/s, they will do so via email.

9.4 Improvement suggestion may be applicable to a group of students. However, the complaints must be specific and only related to individual case.

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9.6 The Placement Officer within these rules or the interpretation in the light of the context will resolve disagreement or difference of opinion, on any issue.

### **10. Changes in Placement Rules:**

10.1 The Institute has the authority and right to change, add, delete, or modify the rules.

10.2 This will in general be done if the situation calls for or in his opinion it benefits Institute's training/Placement objectives. In such case, new rules will be published through Notice Board and come in to force as per the time specified in the notice.

**This Policy is abiding for all students of Regenesys.**