



## **Placement Guidelines for Batch 2023-25**

The Placement Office works as a part of the Institution – Industry Cell. The Office strives towards the placement of students, both for Internships and Jobs. This document gives details of the rules and regulations that followed by the Placement Office during the process of organizing Placements and Internships for students. All students must adhere to the guidelines laid down in this document.

The objective of the Placement Office is to assist students in the Placement Process requesting and inviting companies, to conduct interviews and other activities as a part of the recruitment process of the organizations. However, the responsibility to secure an internship or a job solely depends on the merit of the individual performance of the students.

Students must be able to assess their personal competencies and capabilities and match them to the skill requirements of the jobs they are interested in. This necessitates a detailed self-appraisal and environmental analysis to carve out the best match between the work profiles and employment opportunities across sectors available and the students' competencies.

**1) Registration** - All students interested in availing the placement assistance from the college will register for final placement in the beginning of their second year. The students must specify their area of specialization and their role and sectoral preferences to the Placement Cell through the details of the form.

**2) Resume Building**

Students must craft their resumes very carefully, highlighting their personal and professional achievements and their unique skills and competencies. The soft copy of the CV should be named as “First name. Last name.23”.docx

**3) Training**

Students must attend all Training Programs organized for them to assist them in the preparation for their Placement Tests, Personal Interviews and Group Discussions. Guest lectures, webinars, conferences, seminars, panel discussions etc. will be organized by the I-IC to ensure students remain updated on the latest corporate events and are able to perform better in Interviews. Attendance is mandatory in all such events and if students do not participate in these sessions they may be liable to get debarred from the placement process.

**4) Class Attendance**

Students must maintain the minimum prescribed attendance of 80% to be able to participate in all Placement activities. If the minimum required norm of attendance is not met, student would get debarred from placement activities automatically.

**5) Academic Credentials**

Students must maintain a minimum CGPA of 5.0 to be eligible for the Placement Drives. In case a student appears in improvement exams, the updated CGPA will be considered for Placement Drives.

**6) On-Campus Recruitment** – The Placement team initiates discussions with companies for participation in the recruitment process. All companies who agree to participate in the process are prioritized based on a number of factors like sector representation, job profile, remuneration and growth prospects, among other things.

- a) The detailed information received from the company, including job profile, location, remuneration, eligibility, and selection process are emailed to all students along with an online google form which needs to be filled in case a student wants to apply.
- b) The *Last Date to Apply* will be mentioned in the email as per the timelines shared by the companies. It is an imperative that interested students apply via the online google form, well before the last date for application.
- c) The Placement Cell will share information about the date and time of recruitment drives as soon as they are received from companies.
- d) Based on the details filled in the form, the placement cell will prepare the final list of students interested in the drive, with the entire class and then with the companies. Once the list is shared with the companies, no changes will be accepted at all. Students will not be allowed to withdraw their names once the names have been shared with the companies.
- e) Few companies may shortlist students based on their profiles before initiating the Interview process. The list of all such names will be shared with the students on email.
- f) Only the shortlisted candidates will be eligible to participate in the recruitment process for the company.
- g) It shall be mandatory for the short-listed students to appear for the recruitment process. In case the student fails to appear for the interview of the company for which his resume was shortlisted, then he/she would be debarred from participating in the next five recruitment drives, irrespective of the companies, sectors and profiles of choice for the student.
- h) For students participating in the recruitment process of multiple companies, it would be mandatory for them to accept the first offer and join that company which selects him/her first.
- i) Selection implies declaration of result by the recruiting organization and an intent to offer employment through an Offer letter and an email.

**7) Specializations in Job profile** - Students of a chosen specialization must identify current and potential companies for their desired roles. They must participate in the process of the roles that have been identified by them. In case student has opted for a specialization and does not apply for a position relevant to the roles specified by him/her then this will be considered as a violation of the norms. Such omissions from the placement process will not be allowed and repeated nonparticipation in recruitments for desired specializations will be treated a violation of code of conduct. Such students may not be allowed to participate in the next 5 placement processes in the area of their specializations.

- 8) Interview Readiness** - All students will be trained on the FAQs for Group Discussions and Personal Interviews. In addition to this, they must prepare a detailed study about the company, job description, and the relevant industry sector before facing the recruitment process. Students must also participate in the Pre-Placement Talk given by the company to understand the job profile in detail before participating in the process. They must get all doubts related to the job profile cleared during these talks to avoid applying for an unsuitable job.
- 9) Offers Per Student** - DSB has a '*one student one offer*' policy with respect to placements. A Non-acceptance of an Internship or Job offer is not permitted.
- 10) Non Acceptance of Offers** – If a student refuses to join a job after selection, he/she may get debarred for all the remaining activities of the placement cycle.
- 11) Pre-Placement Offers (PPOs)** – PPOs may be accepted by the student, and he/she be considered as placed. In case a student receives information confirming selection with a company, it is his/ her responsibility to share the same with Placement Cell. Acceptance of all such offers by the students will be routed through the Placement Cell.
- 12) Minimum Tenure for work** - Once the student has accepted an offer through the Placement Cell, he or she is expected to serve the company for at least 1 year and build credence for DSB as an Institution.
- 13) Breaches To Code of Conduct Guidelines**  
Following is an indicative (but not exhaustive) list of what constitutes a disciplinary breach for Placements:
- a) Unprofessional behavior witnessed by / reported to placement cell
  - b) Inappropriate feedback received from recruiters about non-seriousness or unprofessional behavior.
  - c) Non-participation in specialization area pre-placement talks in the campus
  - d) Non-adherence to the college's formal attire guidelines in the event of a placement event
  - e) Not adhering to deadlines set by the Placement Cell for registrations and submissions related to Placement/Any other Experiential Learning Opportunity.
  - f) Not applying to job openings in the concerned area of specialization
  - g) Not appearing for recruitment process after applying for the company.
  - h) Refusing a job offer after accepting it from the company
  - i) Contacting the campus recruiter with an intent to seek favor, influence results or tamper the campus recruitment process.
  - j) Not attending preparation sessions organized by Placement Cell
  - k) Any other issue the placement cell considers an act of indiscipline violating the letter and spirit of the placement guidelines.
- 14) Opting out of Placement Process-** Students can opt out of the Final Placement Process by filling the declaration form before the commencement of the placement process.
- 15) Possible Actions In Case Of Breach In Placement Guidelines:**
- A show-cause will be issued on the first breach of discipline, seeking a written explanation.

- Two or more disciplinary breaches will call for a serious action against the concerned student(s), which could lead to debarment from the placement process of the Institute for 10 days from the date of act of breach which may be extended based on the nature of intent.
- Upon a disciplinary breach requiring action, the student case will be referred to DSB Disciplinary Committee and the final decision will be taken by the committee
- Serious disciplinary breaches could also lead to an expulsion from the PGDM program.