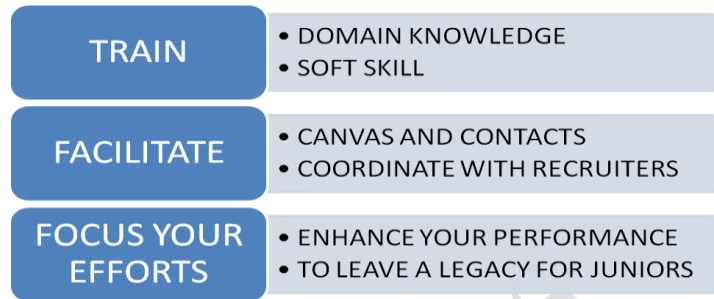


## **Placement Guidelines 2015 - 17**

This Center will



### **1.0 Objective**

- 1.1 Understand the norms and the basis for screening the students for employment opportunities in industries.
- 1.2 Facilitate talent search by the organisations prospecting for talents in KCT.BS
- 1.3 KCT.BS will endeavour to facilitate the placement process for the student's career; however this should not be construed as a 'placement agency' or a guaranteed employment mechanism.

### **2.0 Constitution of Placement Committee**

- 2.1 Student Representatives / Student Placement Coordinators (2<sup>nd</sup> & 1<sup>st</sup> Years)
- 2.2 Lead-Trainer, Lead-Corporate Relations and Head - Corporate Relations
- 2.3 Director

### **3.0 Role of Student Representatives / Coordinators**

- 3.1 Students shall assign and take up among themselves the various responsibilities related to the training and development of students and the placement process.

#### **4.0 Core Guidelines of Placement Center Members**

- 4.1 The Director assisted by the placement center will direct, implement and approve all placement operations.
- 4.2 The Lead - Corporate Relations will be the “single point of contact” for all the dissemination and receiving of placement related information and conduct of placement activities.
- 4.3 Budget for placements will be prepared as per directions of and approved by the Director

#### **5.0 Role of Placement Center**

- 5.1 The Institute mentioned in these guidelines refers to KCT Business School.
- 5.2 Placement center is headed Lead-Corporate Relations supported Lead-Trainer, and Head - Corporate Relations.
- 5.3 The role of placement center is to provide placement assistance to graduating students of KCT Business School. The placement center will endeavor to
  - 5.3.1 Bring together the students and the potential employing organizations
  - 5.3.2 Facilitate interactions between the two
- 5.4 For this purpose, the placement center will correspond with organizations, arrange interviews for students and coordinate various placement activities.
- 5.5 All placements will be routed through the placement center.
- 5.6 Placement center shall aim to provide placement assistance for all graduating eligible students. Placement is a privilege extended to the students, not a right.

#### **6.0 Eligibility**

- 6.1 All graduating **students** shall be eligible to receive placement assistance, unless otherwise debarred from receiving such assistance on account of:
  - 6.1.1 Non-payment of fees or any other dues.
  - 6.1.2 Non completion of Internship Programme/other academic requirements as per university norms or any event or activity prescribed by Institute.
  - 6.1.3 Not meeting minimum 80% attendance in training programmes conducted by Institute.

- 6.1.4 Non-compliance report received from Lead - Trainer /Training coordinator.
  - 6.1.5 Not attending the counseling session after not getting selected in seven (7) interviews.
  - 6.1.6 Breach of discipline and general misconduct.
  - 6.1.7 Having opted out or having been declared as 'deemed to have opted out'.
  - 6.1.8 Having being declared not eligible for want of not meeting minimum requirement.
  - 6.1.9 Having arrears, at the time of placement process and the company mentions so.
  - 6.1.10 Indulging in ragging.
- 6.2 The Director reserves the right to bar any student from the placement process on disciplinary or moral grounds at any time without seeking any clarification.
- 6.3 **Eligibility of Companies to Participate in KCT.BS Placements**
- 6.3.1 The Company / Organisation will be of good repute.
  - 6.3.2 The offered profile should have general acceptance.
  - 6.3.3 Students are also encouraged to bring positive leads for placements.
  - 6.3.4 No 'fly by night' companies / organisations will be entertained.

## 7.0 **Placement Assistance**

- 7.1 Companies come for Campus Recruitment to KCT.BS; placement assistance is provided upto 30<sup>th</sup> May 2017.
- 7.2 A student can attend upto seven (7) interviews; if a student fails to get placed upto seven interviews, then he/she would attend a counseling session. The counseling team would comprise Director, Head-Corporate Relations, Lead-Trainer, and Lead-Corporate Relations along with student representatives of final year.

## 8.0 **Registration for Placement Assistance**

- 8.1 All students seeking Placement Assistance are required to **register**, with the help of Student Coordinator, as required by Placement center and also **sign an undertaking** in the prescribed format placed at **Annexure-A**. Students, interested to pursue their **entrepreneurial career should also sign and undertaking through Annexure-B**. Students who want to **opt out of Placement/Entrepreneurship Assistance** shall give an undertaking prescribed format **Annexure-C**

## 9.0 Application Procedure

- 9.1 Interested students will apply in response to the jobs announced by placement center and submit copies of resume to Student Placement Coordinator for onward submission to placement center.
- 9.2 Applications from students in response to the press advertisements or to the organizations which have not notified the placement center of KCT.BS about their requirements shall not be considered.
  - 9.2.1 However, students are free to correspond directly with the organizations in response to such advertisements.
  - 9.2.2 If these organizations announce jobs to the institute's placement center at a later date, then the students should inform the placement center about them having earlier applied for positions in these organizations.
  - 9.2.3 If a company has approached the placement center or is in the process of approaching for placements, no student shall approach any of these companies on their own.
- 9.3 Students should submit copies of their resume in the prescribed format to the placement center for sending to the organization for every position they apply. A soft copy of resume of each student should also be given to the placement center.
- 9.4 The students should submit their resume within the prescribed time limit for each job postings/announcements, after which the placement center will not accept/ forward resumes submitted beyond the deadline.
- 9.5 Students are advised to keep sufficient copies of the resume, passport size photos, etc ready so as to submit it as per deadlines announced.
- 9.6 Sometimes organizations, at the time of their campus interviews, may inform the placement center that they are interested in screening more candidates. Then the placement center will ask other interested students to apply immediately and the students may have to submit their resumes at short notice. Making several copies of the resume is, therefore, desirable.
- 9.7 Nomination of a student to appear for a selection process will depend on her/his academic performance, placement training assessment and the recruiter's requirement. Wherever the number of students to be nominated is restricted by the recruiter, the Lead-Corporate Relations assisted by Lead-Trainer will take the final decision.
- 9.8 Students may apply to organizations only against functional positions specified by them. The placement center shall not entertain applications/

resumes of students who want to apply for hypothetical positions or for functional areas not announced.

- 9.9 It is mandatory for participating students to attend the pre-placement talks of the visiting companies. However, the Pre-Placement Talks are open to all students for knowledge gaining and to understand the available opportunities/companies better.
- 9.10 Nominations for each company will be scrutinised based on the requirement of the company vis-a-vis the academic performance and the training grades of the students.
- 9.11 A minimum of 5 Aptitude Test scores has to be submitted before a student sends any nomination.
- 9.12 All information regarding the placement (particular event) etc will be passed on through the group mail only. It is the duty of every student to check and find out the latest communication on a regular basis. Late applications and/or communication will not be entertained.

## **10.0 Short listing**

- 10.1 Companies may do short listing of students themselves on the basis of information supplied by the students in their registration profile or resumes.
- 10.2 In case a company insists on short listing to be done by the institute without explicitly citing any criteria, it will be done on the basis of criteria determined by Lead-Corporate Relations and Lead - Trainer and concerned domain Center Heads suggested by Head-Corporate Relations and Director KCT.BS

## **11.0 Interview Procedure**

- 11.1 Interview schedules as decided by the Corporate / placement center shall be given to the visiting executives. Thereafter no modifications shall be entertained, except under very unusual circumstances.
- 11.2 Students shall,
  - 11.2.1 Keep record of organizations and positions for which they apply.
  - 11.2.2 Keep notes on the job details announced. These are useful at the time of interview.
  - 11.2.3 Prepare completely for attending the various Written Tests, Group Discussions and Interviews, particularly in respect of the specific company for which they are appearing.

- 11.3 Students shall not, at the time of interview, negotiate with the employer about salary and terms different from what is announced, unless the announcement specifies that the salary is negotiable.
- 11.4 While attending interviews, students must be punctual and come in proper business attire provided by the institute. They must adhere to all code of conduct rules specified by placement center. While answering questions in the interview, students should observe decorum. They should abstain from making any kind of derogatory remarks about others. The impact of the behavior exhibited by the interviewees has at times reduced the opportunities available to future batches of students. **Irresponsible behavior**, such as efforts to publish his influence, derogatory remarks about other candidates or the institute, negotiations other than those purported under the due process, will be seriously viewed.
- 11.5 Keeping the corporate's convenience in view; selection processes may take place in any city/town in the states or nearby metros. The students may be required to travel and attend the same. The placement center shall pass on the information received from the organization to the concerned students. The students are expected to make their own travel and other arrangements.

## **12.0 Withdrawal Procedure**

- 12.1 Students having once applied to an organization shall not withdraw from the selection procedure at any stage, unless they have a final offer from another organization under the confines of the due process. *It is presumed that students would apply for a position after careful consideration of all the relevant aspects.*
- 12.2 If a student does not appear for an interview after registering or submitting the resume, he/she will not be permitted to attend consequent 3 placement drives.
- 12.3 Any student after nominating or submitting his/her resume, does not attend three (3) selection processes provided by the institute, he/she will be completely out of the placement assistance.

## **13.0 Offers**

- 13.1 Offer stands for the placement selection letter issued by the company in composite letter form for a set of students or individual letter in the name of student.
- 13.2 Students are permitted to receive a maximum of one job offer only, if the salary of the first job offer is equal to or more than Rs. 2.30 Lacs P/A.

Students with less than 2.30 Lacs P/A as first job offer in hand, will be given **one more chance to upgrade** his/her salary or choice as per preferred sector/company as the case may be.

- 13.3 Students shall not request any organization to keep an offer pending. Any such request shall be considered as a serious breach of the placement norms. They shall also not request their future employers to allow extension of deadline for communication of their decision regarding offers made by an organization. **Such a job offer shall be treated as a final offer and the student shall not be eligible for placement assistance, thereafter.**
- 13.4 All offers of a particular company shall be announced at the end of the selection process of that company. All offers shall be routed through the placement center only.
- 13.5 Students, who may receive the offer letters directly from the recruiter, need to essentially submit a copy of the same at the placement center without fail.
- 13.6 In addition, students getting placements on their own are also required to give a copy of their offer letters to the Placement Center for records.
- 13.7 To get “no-dues” clearance from Placement Center, 13.5 or 13.6 clauses are pre-requisite.
- 13.8 In the event of a student getting an offer and deciding not to join that particular organisation, for whatsoever reason, has to first communicate it to Lead-Corporate Relations via written document and then meet the Head Corporate Relations for final discussion, before declining the offer to the company.
- 13.9 There would be a nominal fees charged from the students who get placed through KCT.BS, irrespective of accepting or not accepting the offer.
- 13.10 Joint Certification/Add on Prog : Attempt will be made to offer such value based programme in association with Industry and as far as possible for each specialization. In certain cases this will include additional expenses for students and offering has to be decided on case to case basis. Students are advised to fruitfully avail this facility.

#### **14.0 End of Placement Assistance**

- 14.1 The outcome of the clauses 12.3, 13.2 and 13.3 or 30th May 2017, whichever is earlier, signifies the end of placement assistance.

- 14.2 Students who do not get job offers upto seven rejections will have to undergo special counseling. Upon completion of counseling and recommendations of counseling team, the student will be permitted to attend maximum of three 3 interviews. To earn these 3 interviews the students should undergo certain process as per the recommendations given by the counseling term. These three interviews are over and above seven (7) interviews.

## **15.0 Deemed to have opted out**

- 15.1 The student fails to attend the counseling session.
- 15.2 The student, who attends, but does not successfully complete the stipulated assignments as per counseling team's recommendations.
- 15.3 The student, having being declared not eligible for want of not meeting minimum requirement.
- 15.4 Fails to get placed till 30<sup>th</sup> May 2017, when the placement season closes.
- 15.5 Students falling under the 12.3 criteria
- 15.6 **The declaration shall be made in the format specified at Annexure-D**

## **16.0 Attendance Rule**

- 16.1 Students willing to attend the placement process should first register through Google sheets with the student placement coordinator.
- 16.2 Lead - Corporate Relations will keep the faculty informed of the date and time through an Email.
- 16.3 Faculty will mark the attendance first as "Absent" for students not in the class.
- 16.4 All Students should mark their attendance with the student coordinator (nominated for each placement process) for being present full time at the venue of the placement (both on/off campus). Student Coordinator will carry the pre attendance sheet with him/her.
- 16.5 Student(s) leaving the venue after pre-placement talk or anytime during the process should come back and join the class for rest of the day.
- 16.6 Based on the attendance confirmation sheet as stated in 16.4, the Student Coordinator will prepare On Duty Slip, attach the student pre attendance and attendance confirmation sheets and submit it to Lead - CR, Class Advisor and Director for approval.



- 16.7 Student Coordinator will then return the approved Duty Slip to Class Advisor who will then mark "Present" for students (who were initially marked "Absent" by the respective faculty).

## **17.0 Feedback**

- 17.1 After completion of the interview process students should share the Questions (Ex..GD Topic, PI questions) to the placement coordinator.
- 17.2 Students should also share their feedback about the interview process and interviewer.

## **18.0 Conclusion**

- 18.1 These guidelines are framed to ensure equality and fairness of opportunity to all the students. All students who opt for placement through the placement center shall abide by the guidelines prescribed herein above.
- 18.2 Any breach of rules specified above by any student, shall be taken up seriously by the placement center who in turn will view the matter and take action against the student, as it may deem fit.
- 18.3 Students shall not try to gain unauthorized access to communications regarding placements from the institute's administrative computers, Dispatch, Admin office & Fax office.
- 18.4 The placement center reserves the right of modifying any or all of the above norms and/or stipulating additional norms for placement which, in its judgment and discretion, are likely to benefit the students, immediately or in the future.
- 18.5 Final authority in case of any dispute would be Director-KCT.BS and/or Head-Corporate Relations assisted by Lead-Corporate Relations and Lead - Trainer and their decision will be final.
- 18.6 It will be in the interest of all concerned in the Placement Process, to adhere and support the contents of this note, as successful completion of this program will benefit both KCT.BS and the students.

\*\*\*\*\*

**Annexure - A**

**UNDERTAKING/ REGISTRATION SEEKING PLACEMENT ASSISTANCE**

I Mr / Ms.....Roll No.....of  
MBA 2015-17 batch, hereby undertake

- to honour all procedures pertaining to KCT.BS placements
- to attend all such interviews arranged for me by the placement center of KCT.BS during the placement season ending 30<sup>th</sup> May 2017.
- to adhere to the guidelines / rules prescribed by the placement center
- to respect all formal procedures with respect to dress code, etiquettes and other necessary professional practices.
- to agree my exit from the placement process in the event of getting selected or by doing or abstain from doing an act as required by the rules and procedures set in

I hereby respect the efforts taken by placement center of KCT.BS for my professional career development and am truly obliged to the Institute for providing me with this opportunity.

Date:

(Signature of the Student)

(Signature of Parent/ Guardian)

(Head-CR)

(Director-KCT.BS)

**Annexure - B****VENTURING INTO ENTREPRENEURIAL CAREER**

I, Mr / Ms..... Roll No.....of  
MBA 2015-17 batch of KCT.BS, hereby inform that I am venturing into entrepreneurial  
career. Hence, I would not require placement assistance from KCT. BS.

I hereby respect the efforts taken by placement center of KCT.BS for my professional career  
development.

Date:

(Signature of the Student)

(Signature of Parent/ Guardian)

(Head-CR)

(Director-KCT.BS)

**Annexure - C**

**UNDERTAKING TO OPT OUT OF PLACEMENT ASSISTANCE**

I, Mr / Ms..... Roll No.....of  
MBA 2015-17 batch voluntarily opt out of Placement/Entrepreneurship assistance offered  
by KCT.BS. I sincerely thank the Institute authorities for having offered assistance through  
their Placement/Entrepreneurship center.

Date:

(Signature of the Student)

**Reason for opting out of Placement/Entrepreneurship**

(Signature of Parent/ Guardian)

(Head-CR)

(Director-KCT.BS)

**Annexure - D****CERTIFICATE FOR 'DEEMED TO HAVE OPTED OUT' STUDENT'**

Student's Name: \_\_\_\_\_ Roll No.: \_\_\_\_\_

Academic Year: 2015-17 Specialization (Core): \_\_\_\_\_ Dual: \_\_\_\_\_

Certified that the student:

- Failed to register by the specified date for placement assistance provided by KCT.BS
- Has withdrawn from three (3) interviews in-between the interview process, inspite of nominating for the process.
- After losing seven (7) chances ha not attended the special counseling session scheduled on \_\_\_\_\_ conducted by KCT.BS.
- Inspite of going through (Give number here) company interviews, failed to get placement till 30<sup>th</sup> May 2017, when the placement process closed.

*(Only state among the above, whatever is applicable for the student)*

Brief Write-up on the nature of student and his performance during placement assistance:

Performance during Placement Assistance

As such, the above student is recommended to be declared as 'deemed to have opted out of Placement Assistance.

Date:

(Head-Corporate Relations)

(Director-KCT.BS)