

## **Placement Policy**

### **Scope of Policy**

This policy applies to all placement activities and placements offered for the PGDM program at MSB. Terms and conditions are reviewed on an annual basis by the Career Services Office which reserves the right to make changes as it deems fit for ensuring best practices.

### **Career Services Office**

The Career Services Office (CSO) assists students in placement search on behalf of MSB. The CSO will engage with prospective hirers to enable campus placements through student placement teams (as appointed by the CSO in the start of each academic year).

The student team for placements will be constituted of 2 – 4 students selected from volunteers from PGDM2; based on their interest, past achievements, co-curricular involvement, and/or CSO requirements.

The CSO will guide eligible students to identify opportunities for placement (to commence after the successful completion of the PGDM program). Students own the responsibility for converting these opportunities into job offers.

CSO will provide mentoring, career management counselling, interview preparatory training, pre-placement assistance, corporate interaction, and will assist students with CV & Cover Letter development.

The CSO will begin its placement related activities from the first day of the academic year. However, formal placements are offered as tailored services based on student and industry requirements.

### **Qualifying Criteria for Placements**

Students of PGDM2 are eligible to apply for placements if they satisfy the below qualifying criteria:

- Good academic standings in the program with no backlogs; or not more than 2 backlogs (in cases where the recruiting company allows it) with the assurance that the backlogs will be cleared before program completion.
- Maintain at least 75% attendance in Career Services Courses.

### **Important Guidelines**

All communication between potential employers and MSB students must be routed through the CSO. Students may not directly communicate with potential employers till they have

signed a job offer/acceptance letters issued on company letterhead from the respective recruiter. These letters will be collected by the CSO for reference and will be documented against each student's profile.

Students are required to attend all placement talks and events, regardless of their interest in the job/company/industry.

Students who fail to maintain at least 75% of attendance in CSO talks, events, or CS sessions will be excluded from the placement process/services.

Students must customize their resumes and should address all the required criteria of individual companies in the prescribed format to the CSO. Students may submit general resumes if the company has not provided its requirements. Any resume or cover letter submitted to a company must be verified and approved from the CSO. Forwarding a non-approved resume or cover letter to any potential recruiter will risk exclusion from placement process/services.

Resumes and expression of interest, must be submitted by the deadline provided by the office of CSO. Under no circumstance will CSO entertain submission after the deadline.

CSO reserves the right to not forward resumes of students if they do not follow the prescribed format, have spelling/grammatical errors, contain extraneous/irrelevant information and thus it is advisable to undertake professional editing services from the CSO before submitting the final copy.

### **Interview and Confirmation of Offer**

A student who receives a verbal job offer on successful completion of internship / project, must communicate the same to the CSO via email. The CSO will call employers to ascertain if they have made any job offers. The offer is considered invalid unless and until it is vetted by the CSO.

Students are advised to attend the interview process of a company only if they are interested in a career with the organization and CSO strongly discourages any participation in the placement process otherwise. Should a company release an offer to a student on successful completion of interview (adhering to the norms as explained in the job description), the student is obliged to accept the offer, unless and until withdrawal is formally communicated to the company/recruiter through email well in advance of the offer being issued.

Students who accept an offer are not eligible to attend further placement rounds and are expected to hold on to the commitment made to the first company that recruits the student.