



# Atharva Institute of Management Studies

## Placement Policy & Why It Matters

The Placement Policy outlines the rules, eligibility, and conduct for participating in campus recruitment. It ensures fairness, discipline, and professionalism, protects the institute's reputation, prepares students for real-world expectations, and streamlines the process. Following it boosts your job prospects and supports a fair, conducive placement environment for all.

**Hierarchy to be followed: PLACECOMM > CMC Team > Faculty Mentors + CMC > Top Management + CMC**  
All communications relate to job postings and coordination, including updates / results will be on mail.

### 1. Eligibility for Campus Placement

- Students must have a **minimum of 75% attendance & fees paid** in the current semester to be eligible for the campus placement process.
- The **Career Management Centre (CMC)** acts as a **facilitator and counsellor** for all placement and internship-related activities.

### 2. Number of Placement Offers

- Each student can secure **only ONE confirmed job offer** through campus placement.
- Students can **apply and attend interviews** for multiple companies until they receive an offer.
- Once a student accepts an offer, they are considered **"PLACED"**, and:
  - They cannot apply to any more companies through campus placements.
  - They must withdraw from any ongoing interview processes.
  - Even if the student rejects the offer, they will still be marked as **placed** and will not receive further assistance from the institute.

### 3. Opting in or Out of Placements

- Students must **register** for the final placement process via the official Google Form.
- Students wishing to **opt out** must submit a signed **declaration form** to the CMC.
- Once a student opts for **self-placement** after receiving a campus offer, they cannot revert to campus placement.

### 4. Flexibility in Roles and Companies

- No student will be guaranteed a specific **company, role, salary, or location**.
- Flexibility is essential to remain competitive in the corporate world.

### 5. Pre-Placement Offers (PPOs)

- All PPOs must be **routed through the CMC**.
- Students accepting a PPO must submit a copy of the offer letter to the CMC.

### 6. Self-Procured Offers

- Students who secure jobs independently must submit a **copy of the offer letter** to the CMC for institute records.



## 7. Travel for Interviews

- Students must bear their **own travel expenses** for interviews.

## 8. Decision Authority

- The **Director and Head – Placements** will make final decisions regarding placements.
- Students violating the policy will be **barred** from the campus placement process.

## 9. Golden Job Opportunity

- Students are eligible for **one additional "Golden" job opportunity** if:
  - At least **80% of the batch** is placed, **and**
  - The student has worked for **at least 90 days** in their first organization,
  - And the CMC has the **offer letter** on record.

## Placement Guidelines

### 1. Resume Submission

- Students must prepare their resumes in the **official CMC format** only.
- Student Coordinators must ensure **resume submission and database collection by mid-September**.

### 2. Dress Code

- Students must be in **formal attire** for Pre-Placement Talks (PPT), Group Discussions (GD), and Interviews (PI).
- **Males:** Light-coloured plain shirt, trousers, tie, blazer, and formal shoes.
- **Females:** Light-coloured plain shirt, trousers, scarf, blazer, and formal shoes.
- **Not allowed:** Jeans, sports shoes.

### 3. Company Research

- Students must research the company's **business, products, competitors, and industry** before applying.
- They must also discuss with **parents, faculty mentors, and the CMC** before applying.

### 4. Mandatory PPT Attendance

- Attendance at the **Pre-Placement Talk** is compulsory for all domain specializations.
- Students must clear any doubts during the PPT or interview.

### 5. Documents to Carry for Selection Process

- 3 hard copies of your resume.
- 3 passport-size photographs.
- College ID card (mandatory for both on-campus and off-campus drives).
- Synopsis of your summer project report.
- Any other relevant project reports/testimonials.

### 6. Placement Season Attendance

- Students leaving Mumbai during the placement season will be responsible for their own placements.

### 7. Disciplinary Action

- Students showing **casual attitude**, skipping **training programs or interviews**, or receiving **negative company feedback** may face:

- Loss of future job opportunities, or
- Debarment from the placement process.
- Such students will be marked as placed or will have to arrange their own placement.

## 8. Placement Coordination

- The CMC, placement committee members, or assigned students will coordinate placement activities.

## 9. Offer Letter Submission

- Students must submit a **photocopy of the offer letter** to the CMC—whether the offer is from campus or self-sourced.

### Declaration:

I have read and accept the Placement Policy & Guidelines.

Student's Name: \_\_\_\_\_

Batch: \_\_\_\_\_

Specialization: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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**Director: Atharva Institute of Management Studies**

**DIRECTOR**  
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