



## ATHARVA INSTITUTE OF MANAGEMENT STUDIES (AIMS)

### Campus Placement Policy & Guidelines – 2023-25

#### **Placement Policy**

1. The student will be eligible to take part in the campus placement process shall have minimum of **75% attendance** in the current semester. Minimum 60% overall aggregate marks are required to get priority in the placement process
2. The role of the Institute placement cell is that of a facilitator and counselor for placement and internship related activities.

Every student is eligible for only **ONE** placement offer through campus till a confirmed offer is made by the company. There is no restriction on applying / appearing in interviews through campus. However, once the student has received a job offer from any of the company, he / she –

- Cannot apply to any company thereafter through campus placements
  - Cannot continue to participate in the selection process of the companies that he would have applied to until then and whose selection processes are pending.
  - If the student rejects the offer made by the company, the Institute shall still consider the student deemed to be placed for records and shall not provide any further placement assistance to such student.
3. Students who wish to opt for their own placements should give their declaration before the start of the Final Placement Process. Declaration form is available with the PLACEMENT CELL. Students opting for own placement after receiving the offer through campus placement process will not be allowed to change.
  4. No choice of company, role, position, salary or location can be promised to any student in the function / stream chosen. Students are required to be flexible in order to stay competitive in the corporate world.
  5. All Pre-Placement Offers (PPO's) should be routed through the PLACEMENT CELL. Students accepting the PPO's should submit a copy of the offer letter to the Placement Office.
  6. Students interested in exploring their individual placements may do so; however, if received and accepted a job offer, they are required to submit a photocopy of their offer letter to the PLACEMENT CELL for Institute records.
  7. Students who have to travel to attend interviews will have to do so at their own cost.
  8. The decision of the Institute Director and Head – Placements in any matter related to Placement shall be final and abiding. Any student found violating the Placement Policy and Guidelines will be out of the Campus Placement Process.

#### **Placement Guidelines**

1. The students should prepare their Resumes in the format given by the PLACEMENT CELL. The Institute shall **NOT** accept any other format.
2. The “Student coordinator” in charge of placement activities should enable submission of resumes along with student database in excel sheet format by mid-August for the academic year.

3. Students are required to be dressed formally and should follow code of conduct during Pre-Placement Talk and GD / PI. Dress Code for males and females being plain light shirts with trousers, tie/scarf and blazers with formal shoes. Jeans and Sports Shoes are not allowed.
4. Students are expected to study about the company's business, its product lines, competitors and about the industry to which the company belongs before the PPT and all other selection processes. They should clear all doubts during PPT/interview. It is mandatory to sit for Pre-placement talk.
5. For all the selection processes, Carry:
  - 3 hard copies of your Resume
  - 3 passport size photographs
  - College I Card (irrespective of On-Campus or Off-Campus)
  - Synopsis of your Summer Project Report
  - Any other relevant project report / testimonials
6. Institute letter as and when applicable for the company would be issued.
7. The students who leave Mumbai during the Placement Season and miss opportunities for interviews arranged through campus would be responsible for their own placements.
8. **Students no show in the preparatory training programs will debar them from the placement process. Such students will be responsible for their own placements.**
9. The placement coordination has to be done by the students of the placement committee.
10. Photocopy of the offer letter has to be submitted to the PLACEMENT CELL. This is irrespective of whether the offer is through Institute or through the student's own contact.

Approved by,

**Ms. Renu Jaiswal**  
Placement Manager

**Dr. D.Henry**  
Director

**I have read & I accept the Placement Policy & Guidelines.**

Student's Name :  
Batch :  
Specialization :  
Date :  
Signature :