

The placement policy of Berchmans Institute of Management Studies is formulated on the basic foundation of fair and equal treatment to all its students. Equal opportunity should be available irrespective of gender/specialization etc. However, it is the duty of all students to strictly follow the instructions regarding participation in placement training/recruitment activities and grooming.

Preparation for the placement activity is the academic sessions, participation in activities inside and outside and training given during the two years of the MBA Programme, which is expected to transform an aspiring MBA student to a professional taking up his/her career and performing well post joining. Training will cover areas like communication, industry awareness and analysis, group discussions, attending aptitude tests, resume writing and attending personal interviews.

The Following regulations are laid down for the smooth functioning of the Placement Cell.

1. All students mandatorily must attend the training programs as it is an integral part of the MBA structure even if they would like to pursue entrepreneurship or are not interested in job.
2. Permission for absence from any training programme like placement camp/registered selection process shall only be with prior written approval from CRO, HoD and Director in specified format.
3. Priority of the institution is to ensure every student gets at least one offer rather than a few students getting multiple offers.
4. Students must be willing to accept postings decided by the recruiting organization.
5. Students must register for the selection process and if not interested in placement, must give in writing so, duly supported by parental approval.
6. Students who register should have 50% of marks in MBA Semester exams and must not have arrears. Others will be considered for placements as per the market opportunities. The minimum marks/cut-off decided by the respective recruiter will be applicable in each interview.
7. A comprehensive evaluation containing Aptitude, Academic Knowledge evaluation, Group Discussion and External Mock Interview will form the basis for student employability ranking and may be used where applicable.
8. Students are mandatorily required to undertake meaningful Organizational Studies/Problem centred study in reputed firms and must complete their projects and other related assignments prior to their placements. They must have the ability to present the study/learning's from them and courses like course era in a comprehensive manner.
9. Job opportunities will be categorised in to A/B/C based on
 - a. Brand Image of the recruiting company
 - b. Nature/Level of Position to which recruiting is taking place
 - c. Career Growth opportunities

- d. Compensation package offered (CTC) may be considered as one factor as below, subject to Placement committee decision.

C	B	A
Less than 2.5 LPY	2.5 – 4..2 LPY	> 4.2 LPT

10. A person placed in a lower category may attend another interview of higher level. However, attending a second interview in the same category will be allowed only after evaluation of the reasons by the placement team. A candidate who is selected in A Category may attend another A Category interview only if there is a minimum salary difference of 50% CTC above the first offer.
11. Once an opportunity is announced, interested students are required to acknowledge their consent in writing/email to the placement cell. Students must attend the pre-placement talks, if organized.
12. Students are required to obtain all details of the opportunity offered from the placement officer in advance. Check the time, date and venue if it is a common recruitment program.
13. Students are required to wear corporate formals at the interview/selection process and be well groomed. They must attend interviews well prepared.
14. If a student fails to attend an interview organized by the placement office after registration, he/she must produce valid documents for absence. Students who do not attend their assigned interviews more than twice will be delisted from campus recruitments.
15. All Students must mandatorily accept the first job offer in writing. If not, the student will be delisted.
16. All details of appointment like appointment letter & terms and conditions of employment must be shared with the institution for tracking and documentation.
17. When responsibilities are assigned to student placement teams, all students are required to follow the instructions issued by them to carry out the assigned work.
18. Students shall submit duly approved, error free resume only to recruiters. Specific applications by the individual should consider the job requirements and type of organizations and resume should be properly worded. Covering letters, where applicable should be structured and prepared with due care.
19. While it is possible that new & better job opportunities may come-up after committing a placement, students are expected to render their service in the organization at least for a year and if leaving, must be with proper intimation to and permission from the concerned.
20. Students are expected to give maximum co-operation in the placement activities and make all efforts to be better informed, well-groomed and best behaved.

21. Any dispute or issue shall be brought to the attention of the placement committee and resolved. Students shall not take-up issues with recruiters directly under any circumstances.
22. Students will normally be permitted to join employment on completion of the course only. This may be before start of examinations, provided the organization grants adequate leave/facility for the student to complete the examinations properly. In case of specific cases where early joining is requested by the recruiting company, the decision to permit the student to join will be taken by the placement committee considering academic requirements.

The placement team of institution shall organize training and recruitment activities considering the convenience of maximum number of participating students, while meeting recruiter expectations. Endeavour shall be to conduct adequate recruitment drives to cover the specialization areas as well as the strength in each area. All efforts shall be made to provide relevant information about the post, posting, job requirements and benefits offered to the maximum extent. 100 % placement, higher quality of placements, higher remuneration packages and fair treatment shall be the guiding principles of the placement drive.