
POLICY FOR FINAL PLACEMENT

For PGDM - Batch of 2022-2024

**Soil School of Business Design
Career Management Services**

Vision: To develop leaders who are fully aware, deeply care and continuously dare to create innovation that makes our world better.

Mission: To deliver a transformational Post Graduate Diploma in Management (PGDM) that enables students to work for human-centered innovation based on an interdisciplinary curriculum that combines liberal arts, design thinking and management education.

INTRODUCTION

The Career Management Services team aims at providing adequate opportunities to all the students in areas and roles that help them meet their career aspirations. The Career Management Services team shall ensure that the Final Placement Process works uniformly for all the students, and they can derive the intended benefits. This requires discipline and commitment from each of the stakeholders to meet this objective. Thus, the Career Management Services team has formulated clear rules, processes, and guidelines, which shall be binding on all the students who wish to avail Placement opportunities. **This document lays out the policy for Final Placements.**

A. OBJECTIVE

- To facilitate the career process at SOBD in a manner that enables all students to move towards a career that aligns the students' aspirations with his/her talent.
- Assist in becoming placement ready and help in preparing the student by training across 2 years to enable them to tread on a career path deserved.

B. FINAL PLACEMENTS GUIDELINES:

The rules and guidelines laid out below shall ensure smooth conduct of the entire process, with each student getting adequate opportunities to obtain the placement in

management area.

1. All students are eligible to appear for all opportunities that are given to the students.
2. Once the application is submitted, the students are expected to attend all the rounds and be available for the process, failing which the students shall be considered out of the placement process and no further opportunities shall be given to him/her.
3. Under no circumstances can a student attending an interview shall inform the Company that he/she is not interested in the role, or to enter a discussion/negotiation of salary or any other terms that the Company has already notified to SOIL SOBD as a part of the JD. All such infringements deeply impact the Institutes' relationship with recruitment partners and will result in the student being debarred from Placement.
4. Specifying a location constraint limits the number and quality of opportunities available to them. The CMS team shall not be able to commit to the availability of opportunities for the students who declare a location constraint. Therefore, students are encouraged to not have any location constraints.
5. Each student will be automatically signed out of the Final Placement process once he/she is selected by the company and the same has been intimated by the company to CMS.
6. Students have the option of applying for roles of their choice till February 2024. Post that, the batch profiles will be shared with companies participating in the placement process, along with the student's specializations. The students are expected to appear for the selection process of these companies in case their profile is shortlisted by the recruiter. Any deviation here will result in the student being debarred from the placement process.
7. Students who have taken a sabbatical from their existing organization (and not barred by their organization from participating in the Institute's placement process) would be allowed to be a part of the placement process till 70% of the batch is placed or February 2024 (whichever is earlier). Post that, they will be considered placed, and they will be required to move out of the placement process.
8. Lack of attendance in the CMS & CDS sessions organized by the CMS will result in a distinct lowering of opportunities for these students in the placement processes. It is strongly advised that these CMS & CDS sessions are attended diligently by the students to avoid debarring from the placement process. The decision to allow the students to sit for placements lies with the Director of SOBD and CMS team.

9. It is imperative for all students to apply regularly for the final placement's opportunities floated by the CMS from time to time. Anyone found with low number of applications with respect to the number of opportunities provided, will be then debarred from the process at campus and /or maybe asked to opt out of the process.
10. Off-campus opportunity: Students desirous of arranging for final placements through their own connects/sources, should inform the CMS team well in advance and sign out of the process. (Refer Annexure A). They must send an e-mail informing the CMS team about opting out of placement process.
11. Please note that no early joining in the company is permitted. Students are expected to join their respective organizations only after the completion of the Term 6 Examinations.

Violations of the policy result in denial of fair opportunities to each student and may also result in damaging the relationship of SOIL SOBD with its Corporate hiring partners. Hence, any violation of the policy shall result in the disqualification of the student from the campus placement process.

C. ELIGIBILITY CRITERIA

All students are eligible to participate in the placement process at SOIL SOBD. A student will be considered **Out of Placements** under the following circumstances:

1. Students have a CGPA of less than 2.4 at the end of Term 4.
2. Students have more than
 - 4 D's or
 - 2 F's or
 - 2D's and 1F out of a maximum possible score of 4.00.
3. In case a student's attendance in the CDS and CMS sessions is found below 80%, they will be debarred and will not be permitted to sit in the final placement process. Any exception shall be made only after the approval of the Director and Team CMS.
4. Sponsored students (a student whose fees is being paid by an organization)
5. Students who have voluntarily opted out of the placement process by a letter of intent (LOI)
6. Students who have taken a sabbatical from their existing organization and are barred by their organization from participating in the Institute's placement process.

The SOIL SOBD Academic Council has the final decision on the eligibility of students. The Academic Council holds the right of barring students from participating in the placement process under the following circumstances:

- Misrepresentation of information shared at any stage and acts of indiscipline in various aspects (this will also lead to student's expulsion from the institute & the program)
- Non-payment of fees as per the scheduled date
- Any other act which is in direct violation of the values of SOIL SOBD (this will also lead to student's expulsion from the institute & the program).
- Failure to clear the practice interview with the faculty/staff (as a process the student will be responsible to take a sign off from the internal mentor)
- The student preparedness for final placement would be assisted through the Career Development Sessions (CDS), using multiple platforms and processes, workshops etc. The same would be graded and revisited. The CMS team would have the choice not to send profiles of the students who would not be showing any substantial improvement.
- Non-adherence to any deadline given by the CMS team for any placement activity.

D. APPLICATION PROCESS

1. It is mandatory for all students to register on the TNP Superset as the entire process will be conducted through the TNP Suite.
2. Eligible students can apply to any of the companies visiting SOIL SOBD as part of the placement program. This choice rests with the student irrespective of their program unless otherwise specified by the company.
3. Some companies have predetermined criteria (education, work experience, grades, etc.), and these parameters should be kept in mind by the students while applying.
4. The students are required to do their own due diligence as well before applying. The responsibility of collecting all relevant information about a company/role also lies with the student. Once a student has applied for a company, they are not permitted to opt-out at any stage.
5. The only case where Point 4 could have an exception is when a company has not given details about the profile before coming to campus but has asked for applications. On the day the company visits the campus, they share the complete

profile. In this case, students will be allowed to opt-out at this stage. However, if the student appears for the interview, then he/she cannot opt-out.

E. CODE OF CONDUCT

1. Pre-Placement Talk -

- All students who are intimated (through email/ SMS/ phone/ verbally) to attend the Pre- Placement Talk must be present for the same. Exemptions from attending Pre- Placement Talks on any grounds shall not be granted to any student.
 - It is the responsibility of the students attending the Pre-Placement Talk to make sure their attendance is marked. Strict action will be taken if attempts for proxy attendance are identified.
2. Students found guilty of associating themselves in any way by intentionally jeopardizing the selection process would be strictly penalized for the same and will be debarred from any participation in the placement process.
 3. In case a student is shortlisted by a company and fails to appear in the selection process, then he/she would be debarred from the Final Placement process.
 4. If a student fails to submit any document/ verify any document within the specified period, he/she will be debarred from the entire Final Placement process.
 5. If a student is found employing unfair means during tests being conducted by any company as a part of the placement process, he/she is liable to be debarred from the next 5 companies.
 6. In case a student is found to be misbehaving or talking rudely with their peers, Placement committee member or CMS team member, he/she shall be debarred from the next 5 companies.
 7. All students must carry their ID cards for all processes.
 8. All students must carry a notepad and a pen for all Group Discussions.
 9. All students must have the originals of all mark-sheets and certificates in their possession during Final Placements rounds. These may be required by some companies and must be produced when asked.
 10. In case a student is diagnosed with any critical illness then he/she must disclose the same by sending an email to the CMS team along with required proof.

F. DRESS CODE

Students are Brand Ambassadors of SOBD and are expected to conduct themselves in a manner befitting thereof. This includes timeliness, behavior, and dress, and

most importantly, always living the values of SOBD. Students are expected to dress in a manner acceptable in a corporate environment and is defined as follows:

- **Men:** Dark-colored Suit with light-colored Shirt & Tie (Business formals as per company's norms)
- **Women:** Trousers/Skirts with a blazer, Single colored Sarees with border (Business formals as per company's norms)

G. GUIDELINES FOR OFFER ACCEPTANCE

1. On receiving an offer, the student will be required to accept the same within the time frame specified by the company and/or CMS, over an email and signing the Offer Form.
 2. **One student-one offer: Each student will be automatically signed out of the Final Placement process once he/she is selected by the company and the same has been intimated by the company to CMS.**
 3. A student is allowed to continue to appear for recruitment processes that he/she has applied for, however the student will have to accept the **first offer** received from the company by the CMS. Thereafter, the student is not eligible to consider any other offer, despite having appeared for the final recruitment processes.
 4. Only in cases where the complete details (role and compensation) have not been shared by the company before the interview process, the student can reconsider an offer. In this scenario, the student will be allowed to continue in the placement process up to a maximum of one more offer.
 5. Sabbatical students who receive the offer need to submit proof of their resignation from the parent organization within 3 working days. Non-compliance to this would result in the offer withdrawal from the company & the student will still be considered out of the placement process.
 6. Not joining the company after accepting an offer, would be considered as reneging and it would attract the following penalties:
 - a. The student will have to forfeit their entire security deposit.
 - b. The student will lose the right to avail alumni services.
 - c. The student will lose the right to seek a character certificate/reference letter any time in the future.
 - d. SOIL SOBD will not be part of any verification process for the said student which is generated by a future employer.
 - e. SOIL SOBD will have the right to inform any concerned party about the misconduct of the said student.
-

UNDERTAKING/DECLARATION BY STUDENTS

I hereby declare that I have read and understood the rules as mentioned in this document and agree to abide by them. I understand that I must agree to the rules to be a part of the placement process. I take responsibility for not sharing this document or any part of it with anyone in any manner. I will be responsible for any action on my part that undermines the rules and agrees to face consequent actions for it.

Name of student: _____

Enrolment No: _____

Signature of student: _____

Program: _____

ANNEXURE A: OPT OUT FORM- FINAL PLACEMENTS

I, (name of student) _____, Enrolment no. _____ wish to opt out of the placement process of the college due to higher studies/entrepreneurial venture/family business or any other reason (state reason) _____.

I am fully aware that the college will therefore not provide me with any final placement opportunity.

Signature of Student:

Date:

Signature of Parent/Guardian:

Date: