⊖ Chetana's
Institute of Management & Research
AICTE New Delhi Approved & ISO 21001 : 2018 Certified

EXECUTIVE PLACEMENT RULES

The Second year PGDM students have to abide by the under mentioned rules in order to continue to be eligible for the Executive Placement Program. The rules are elaborated below:

Executive Placement Program Protocol & Rules:

1. All students are responsible for submitting their CVs on the specified date and time as mentioned in the notice, no CVs will be accepted beyond the specified date/time.

2. Submission of the CVs by the students to partake in any company process will imply that the student is interested and committed to appear for the selection process (GD/PI etc.), Students who are shortlisted and thereafter fail to appear for GD/PI will be excluded from the overall placement program

3. Students have to make their CVs in the specified format as directed by the Institute, only then it will be considered for further submission to companies.

4. A student who accepts an offer from a company through the placement program will cease to be placed through the placement program thereafter.

5. In case the Job Profile is not disclosed, the student can reject the offer before selection, i.e. before the interview. If the student fails to do it and receives an offer from the company, he/she cannot reject the offer.

6. Non – compliance would lead to the student being debarred from the placement program.
   If the student is selected, accepts the offer & then refuses to join the company, the Institute and the HOD placement would have the right to take necessary action as fit.

7. In case a student is shortlisted by a company directly from the placement brochure, those students may either accept or reject the overtures from that particular company. The decision shall have to be communicated to the placement department or company concerned accordingly.

8. In case of a company directly communicating any information with the student regarding their selection process (GD/PI, etc.) or any other process, the student is required to inform the same to the placement department. This is in view of maintaining effective communication channels between students and placement coordinators

   Email Address to be kept in CC for any email communication with the company representative or HR, are as follows:

   Chetana.placement@cimr.in (if PGDM student)

Rules concerning Online Placement Activities including GD/PI Process/Company Pre-placement Talk /Alumni Briefing/Guest Lecture:

9. The dress code for students while appearing for PPT/GD/PI or any virtual placement activity will be as follows:

   For Female Students:
   - Institute formal attire (White Shirt with straight point collar, Black Blazer and Black Formal Trousers)
   - Hair neatly tied (Hair should not be covering the forehead of the student)

   <div align="center">OR</div>

   - Indian formal attire (Kurti with ¾ Sleeves, Dupatta and Churidar)
   - Hair neatly tied (Hair should not be covering the forehead of the student)

   For Male Students:
   - Institute formals (White Shirt with straight point collar, Maroon/Red coloured Tie, Black Blazer and Black Formal Trousers)
   - Clean Shaved and well-groomed Hair (Hair should not be covering the forehead of the student)

   <div align="center">OR</div>

   - Formal Attire (Tucked in Formal Plain Shirt with Formal Trousers)
   - Clean Shaved and well-groomed Hair (Hair should not be covering the forehead of the student)

10. Students are required to join all the scheduled virtual activity 10 Mins prior to the details mentioned in the respective notice (Date, Time, Links etc.)

11. Student's User Name for all virtual placement activities should be mentioned in the following format: **<FIRSTNAME> <LASTNAME>** E.g. : John Mendis

12. By default, in a virtual placement process/session, students need to keep their microphones on mute while not in use, and Cameras to be on at all times throughout the session compulsorily

13. Students are required to consider clarity, visibility, and the angle of the camera during the session along with a neutral background without any virtual background, for your attendance to be considered regarding that particular session

14. Students observed using Mobile Phones or doing any other activity during the placement session other than participating in the session will be marked absent

15. Any issues regarding internet connectivity, camera, phone and microphone, must be checked prior to the sessions, and any problems recognized shall be communicated to the placement department

16. Students must be present throughout the session and not in piecemeals, till the end of the session is declared by the placement department

17. Students who do not attend 3 placement activities as per the prescribed platform, date, and time and in line with mentioned rules will be excluded from the overall placement process

18. Notices/messages/Details/Links, used for communicating important details of any virtual placement session, should strictly not be forwarded to anyone, as it will be considered as a misconduct and actions may be taken accordingly

19. In case you are in the process of applying for placements on your own (not through campus) please be informed of the below details:
    a. You are required to keep placement department informed about the selection process and timelines
    b. In case you are placed from the external organization where you have applied, you need to communicate the same at earliest, so that we can consider your candidature as placed for our reference to placements of 2021-2022
    c. In case you have applied for a company from campus, alongside off campus, please note that if we receive your selection status from the company through campus first, we will consider you placed from campus and you will be required to join that organization.

Additional rules to be followed during Group Discussion/ Interview:

20. Students are required to actively check Calls, WhatsApp and Emails for notices and updates. In case a student is unable to do so shall receive a warning initially. If the misconduct continues, then the institute will take a disciplinary action as seems fit.

21. After the selection process of each company, every student who attended the activity is required to produce a report of the session in Word file adhering to the standard format.

22. Attendance for the Pre-Placement Talks (PPT) is compulsory for all students of the respective Specialization, irrespective of the fact that some students may not be interested to apply for the company. Students who fail to appear for the PPT at the communicated date, and time will not be permitted to appear for the subsequent GD / PI of the company in question, and will not be allowed to apply for **three** companies

23. Students who are short listed by companies must complete their recruitment process, If the student does not attend the interview and does not inform the Placement Department, he/she will be excluded from the placement process as this will be considered as a misconduct

24. If the student does not attend the interview but informs the Placement Department about the same before the interview, then the final decision will be left to the Placement Department regarding the same.

25. Once the list of companies is drawn by the placement coordinators, no student shall approach such companies as mentioned in the said list for his/her own recruitment purpose. Such canvassing will result in the student being excluded from the placement program.

26. All Notices and Messages which are put in the placement communication groups for the information of students will be deemed to have been communicated to all the students.

27. In case of any doubts or queries, please feel free to reach out to any of the student placement coordinators and Placement Faculties

All the students are requested to render their services to the placement committee as & when called upon.

Director
Dr Nandita Mishra