

## **Placement Guidelines: Campus Recruitment**

CII School of Logistics stands **committed to assist** all MBA students in getting placed in reputed organizations. To offer fair placement opportunities to all its students and to provide professional services to industry, the Corporate Resource Center (CRC), has formulated placement rules that would be applicable to all MBA students seeking placement assistance.

The onus of placements is on the **students** and the Corporate Resource Centre is a **facilitator**. In all circumstances, it does not imply that the CRC assures placement for all the students. CRC assures job opportunities given to the students; the students must clear the selection process of the organization to get a job.

### **1. Application Procedure**

- CRC shall invite CVs only once to create a database of resume, which would be used as a base to be mailed to the corporate as and when required.
- Students must ensure that the information provided by them such as telephone no., e-mail id, and correspondence address is updated & correct. It is the responsibility of the student to ensure that the personal and professional information available with the CRC records is regularly updated.
  - In case of any discrepancy or amendments in resume, students must inform the CRC by submitting a soft copy of amended resume to the CRC.
  - It is the responsibility of the students to ensure timely submission of latest photographs, updated resume in standard format (provided by CRC), certificates, mark sheets and testimonials, whenever required.
- Students will be informed about the job openings through the group mail and students should apply or nominate their names toward the job postings, to officials of the CRC team against each notification.
- CRC will e-mail & forward the profile/resume of interested students to the concerned company (which is already notified to the students).

### **2. Eligibility**

- The eligibility criterion for many top Companies is **60%** throughout the academics and without any backlogs. The method of calculating CGPA into Percentage is  $CGPA \times 10$ . CGPA here would always mean the **latest CGPA** available with the CRC as on date.

- As per the norms of Amity Technical Placement Cell, Amity University, there shall be **principally** no restrictions on the number of organizations to which a student may apply up to his/her **first selection** as per the eligibility, for the offered profile by a company.
- Any student who has not been considered for selection by any Company even after **five attempts** would be deemed to be non-serious and hence not eligible.
- If desired by the company or if there is a need felt by the CRC Board, **a primary short listing** may be carried out by the CRC Boards and the decision in this regard would be final and binding.
- Students will have an option to decide which profile and company to apply for as per their choice. In case the student is found to be defaulting the process/ consecutively not been able to clear the selection process, the opportunities to apply would be **limited** as per the discretion of the Head Placement/Faculty Mentor.
- A **Voluntary Declaration** by Student (VDS), in writing, is to be filled, if s/he, voluntarily wants to be kept outside of the placement process for higher education, family business or other reasons.

All students need to ensure that they are meeting the eligibility criteria of the company as informed through group email. All mark sheets are checked at the time of joining and if company finds that there have been some manipulations in the marks / documents at the time of Campus Recruitment, job offer may be terminated and students' name will be blacklisted forever.

### **3. Placement Process**

All companies generally follow the following placement process:

- a. Presentation about the Company & Job Profile (PPT)
- b. Written Exam (Aptitude Test)
- c. Group Discussion
- d. HR / Technical Interview (One to One)
- e. Verification of Documents
- f. Any other as per the company request

#### 4. Pre-Placement Talk

**It is mandatory for all Eligible Students to appear in the PPT Presentation of all the Companies coming for Campus Recruitments wherever they stand eligible.**

- Once a student has applied for a particular company after the PPT/display of placement notice, it would be assumed that he/she is interested in the company and hence the excuse of not liking the profile of the company or the job would not be entertained.
- No student will be allowed to back out from the company recruitment process after clearing the **1st round** (i.e Written test). If any student is found missing after the written test, he / she will be strictly debarred from the entire placement season.

#### 5. Withdrawal Procedure

- A Student who once opts for appearing in the selection process (Written Test, GD and Interview) of a company, would be presumed to have understood the company profile, job offering, etc and hence if selected, will have to accept the job offer. Refusal to accept the job offer would debar the student from all subsequent placement activities.
- **Students shall not withdraw from the selection procedure at any stage, unless they have a final offer from another organization arising out of a concurrent or prior campus selection process.**
- Nonappearance in an interview after giving name for the option would mean that a job opening was offered but declined by the student. The student would no longer be eligible to appear for all the subsequent placement activities.

#### 6. Reporting Time

Students have to ensure that they report on time for the subject recruitment process as informed through group email. Students coming late will be strictly not allowed to appear in that process.

#### 7. Dress Code

Students must wear business formals for every recruitment process. Students wearing casuals during recruitment process will be sent back. Formals means Lounge suit/Blazer/Suit/Shirt & Trouser and Tie for Boy Students and Salwar Kameez/Saree/Business Suit for Girl Students. Boy students must shave, except where not permitted by their religion.

## **8. Folder**

Students always have to carry one folder with them containing Hard Board, Mark sheets, Certificates, Passport Size Photos, Resumes & Stationery items like Pen, Pencil, Blank Sheets, Stapler, Glue Stick etc.

## **9. ID Card**

All students have to compulsorily carry their College I-Cards with them. Without I-card no students will be allowed to enter inside examination hall for the written test.

## **10. Direct Interaction**

Students are not allowed to contact Company / HR Delegates directly for any reason. If they are facing any problem, they have to contact the Placement Office (CRC) and discuss their problem with them.

## **11. Transport**

Many a times it can happen that campus recruitment process can stretch till late night. All students have to inform this to their parents and have to arrange their own transportation.

Students may be required to go to the companies' office or venue for the purpose of recruitment process as decided by the company & Institute. The students are generally expected to make their own travel and other arrangements, unless otherwise informed by the CRC.

## **12. CII SoL will follow 'One Students One Job Policy'.**

- The first job offer is the final offer.
- After the first and the final offer, students are automatically withdrawn from all other processes.

## **13. Student will be out of Placement**

- When he/she is placed.
- Under Disciplinary Actions.
- Academic restriction/Afflictions/ Non-Adherence to Attendance
- Fee Arrears.
- Unprofessional Behavior.
- Lobbying with company, by self or through others.
- Establishing parallel channel with company.
- Negotiating salary/terms (when it is already pre-defined).
- Derogatory remarks on Colleagues/Institute/Company Officials through any means of communication including social media.

- Unilateral & Arbitrary withdrawing, midway in the Recruitment Process.
- If found working for the organization through direct sources.
- In case a student takes Academic break or a drop due to personal reasons.

#### 14. **Joining**

Joining schedule completely rests with the company's discretion and market scenario. All students need to join on time as per the communication received from the Company.

- Campus placement in most cases leads to first job for a student. Considering, the importance of learning in first job, it is prudent that the students primarily look for **job profile**. Other benefits including salary are secondary.
- Once placed, the students should continue with the same company for a period of minimum **one year** to give their learning a shape and maintain a healthy relationship between the Institute and the Company. In case of unavoidable circumstances, the students must contact and seek necessary advice from CRC before communicating their decision to leave the company.
- The verbal / written job offer / email confirmation received **first** is considered binding and accepted i.e. once selected by a company, the student would be considered as placed irrespective of the company/job profile/salary offered.
- An offer would imply telephonic or written communication (mostly through e-mail) with the Head-Placements or other members of the CRC who are looking after the final/ summer placement of the students. Here it is very important for the student to make it known to the members of CRC by a written application clearly stating the date when the offer was received (if received by the student directly).

#### 15. **Strict discipline**

Strict discipline needs to be followed by every student during the recruitment process. Any students found misbehaving or having misconduct will be debarred from the entire placement season. No casual talks or remarks should be extended by any students during the process or even after the process to company delegates.

In case of any further clarification or query please contact CRC.