



**PIRENS  
IBMA**  
Institute of Business Management  
and Administration

Approved by AICTE New Delhi, Affiliated to Savitribai Phule Pune University, Pune  
Recognized u/s 2(f) & 12(B) of UGC Act 1956

AICTE Permanent ID: 1-28775271 Pun Code: IMMA017030 AISHE Code: C-41915

✉ directoribma@pirens.in | directorptc@yahoo.com ☎ +91 2422-273493 🌐 www.pirens.in

## Training and Placement Rules

### Introduction

Campus recruitment program conducted by the **PIRENS Institute of Business Management and Administration (IBMA)** is a very vital activity for the students aspiring for appropriate placement in various organizations. With a view to be fair, equitable and transparent, the Training & Placement Cell of PIRENS IBMA has formulated an appropriate placement policy which is implemented and adhered by all the students at PIRENS IBMA and will be in force till its review at a future date. The placement policy will be applicable to all the students registered for placements assistance at PIRENS IBMA and is to be followed during the entire duration of Placement Session.

### Placement Assistance

Placement support is provided by the IBMA to eligible students. This activity is done under the aegis of the Training & Placement Cells. Periodically, students would be informed through the students groups mail ID as well as through the TPC Notice Board about summer internships or final placement coordinated through Training and Placement Officer (TPO).

Actual placements would depend upon the general economic and industry scenario, the academic and non-academic competencies including good soft skills developed by each student as well as the cultural fit of each student vis-à-vis the company, as determined by the recruiters visiting the campus. While every effort will be made to enable each student to compete effectively for various positions offered by companies, the actual conversion of the opportunity into a concrete placement is the sole responsibility of the student. The institute, therefore, does not guarantee that a particular student will be placed irrespective of the student's performance parameters.

The major components of the placement (summer or final) process are written/online test, G.D, Personal Interview, personality profiling etc. thorough domain knowledge, recruiters expect students to be totally updated on current national and world developments, especially those affecting the economy and the impact of such events on the industry or business for which the recruitment is taking place. The recruiter expects to see depth of understanding, analytical skills and originality in student responses, whether it be G.D. or Personal Interview. Needless to add that a good CGPA and proficiency in some extracurricular activity such as active club participation will be a very valuable add on for the student, which can be acquired through hard work, extensive reading, especially of financial and general news papers besides study of the course curriculum and last but not least, by regularly attending the class lectures, guest lectures, workshops and seminars organized by PIRENS IBMA. Equally important is a positive attitude, willingness to learn and a sense of humility. Please remember that companies are looking for proactive, energetic, diligent, well rounded personalities who have indisputable integrity and values propagated by PIRENS IBMA. The recruiter needs to sense the "hunger" for the job on offer for the candidate.



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PIRENS IBMA will encourage and assist all students to emerge as credible brands in their own right who are sought after by the corporate.

### **From Training & Placement Team**

Dear All,

The Training & Placement Cell offers itself to facilitate communication between students and industries and thereby bridge the gap between the two. IBMA is proud of itself to have placed students who have been serving the nation in various designations at various MNCs & Organizations.

The corpus behind enabling the students to be what and where they want to be is the rigorous industrial training as well as industrial visits to various reputed companies in varied sectors arranged by the IBMA placement cell. An enabling environment is made for these students in order to excel well in their future. We are quite confident about our students that they will make a makeable move wherever they go and make their parents, IBMA feel proud of them.

The most frequently cited accolades regarding our students from the organization which are regular recruiters from IBMA include their ability to learn quickly, versatility, their performance as team players, excellent analytical skills, and most importantly the positive attitude that they bring to their jobs.

### **Role of IBMA Placement Cell**

The role of the Placement Cell is of a facilitator and counselor for the placement related activities. Placement Cell does not guarantee a job. Applying for a company or joining a company is entirely the responsibility / decision of the student concerned.

The objective of the placement cell is to provide one job for each student, where in, the facility is available to all the students registered with the placement cell through the policy 'ONE JOB TO ONE STUDENT AT THE FIRST INSTANCE'.

### **Policy Commencement Date**

This placement policy is applicable from August 1, 2016

### **Eligibility criteria**

- All the MBA-II and MCA-III students expected to be pass out from the institute in the respective academic year shall be eligible to participate in the placement activities during that academic year. Students graduated from the IBMA, if not placed, will also be eligible to participate. Their participation is subjected to their registration with the Placement Cell.
- MBA-I as well as MCA-I & MCA-II students are also eligible to participate in placement activities subject to accomplishment of educational eligibility criteria of participating companies/organization for placement drive.



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- The job postings along with the eligibility criteria will be displayed on the college website [www.pirens.in](http://www.pirens.in), T & P Notice Board and Student Notice Board.
- The students who have minimum attendance of 75% in both theory and practical in every semester are eligible to sit in the campus interviews. Students below the 75% attendance need to take necessary approvals from TPO and Director of the institute. Similarly, attendance in Personality Development programs & Employability Training programs organized by Training & Placement Cell should also be 75%. Any failure towards the same will require approval from TPO.
- Both the HOD's (MBA/MCA) should provide the semester wise cumulative attendance of every student to the Placement Cell after every semester. Placement cell is to maintain attendance records and put students for Campus interviews accordingly.

### Process and Regulations

- Students have to register himself/herself at the Placement Cell of the IBMA, submitting relevant documents / requirements for the process.
- The students should submit their latest CV to the respective Placement Cell Coordinators in both, a soft copy as well as in the hard copy format. The CV file should be in Ms-word (.doc) format, and the file name should contain their department, batch (year of passing out) and name (eg. MBA2017\_manish\_agarwal.doc.) No other format will be accepted.
- The Placement and Training Cell sends invitations to companies/organizations along with relevant information.
- Pre-Placement Talk can be organized by placement cell.
- Companies confirming for recruitment at the campus will be studied in detail by the Placement Committee. This study will be done by the Placement Committee on the basis of various details provided by the company through 'CAMPUS PLACEMENT - RESPONSE FORM' (such as package details, job profile, number of branches, number of students etc.)
- After confirmation by the company/ organization, the Training and Placement Cell will announce the dates for campus interviews. The Order in which the companies are invited for the Placement is decided by the TPC, and is based on various parameters such as pay package offered, the demand from students, and the profile of the company.
- Student must meet the eligibility criteria laid down by the company. Job postings along with the eligibility criteria's will be displayed on the college website and notice board for each placement interview.
- Student eligible for any placement drive will have to give his / her consent before attending the same, to the concerned coordinator or at the placement cell. Failing which the candidate will be marked absent for the said drive.
- Companies come down to the campus on the allotted date/s and may conduct Aptitude/Technical Test/Personal Interviews/Group Discussion as a part of preferred selection procedure





- Student needs to carry the Identity Card issued by the institute during the placement drive activities. No candidate will be allowed to attend the selection process without the Identity card.
- Student who fails to attend the Placement Drive whether on or off campus, subsequent to his / her consent for attending the same, will be fined Rs. 500/-.
- While attending the Placement Drive process, students have to strictly adhere by the following :
  - Punctuality : The students should adhere by timelines & maintain punctuality for all placement drives
  - Dress Code:
    - A) For Gentlemen:
      1. Institute suit and tie (mandatory)
      2. Well-groomed appearance.
      3. Black Formal /Leather Shoes
    - B) For Ladies:
      1. Institute suit /Sari
      2. Well- groomed appearance.
      3. Leather Sandals/Shoes
- Resume: Format as approved by the Placement Cell along with a professional photograph.
- Identity Card: Issued by the institute.
- Documents: Photo copies of all relevant documents properly filed.
- Students must keep their Identity Cards with them at the time of PPT / Aptitude Tests / Group Discussions / Personal Interviews and produce the same when demanded by the visiting team or placement team or their representatives.
- There is no restriction on applying / appearing in interviews, until the first job is secured. A student will be considered to have secured a job, if his / her name appears in the selection list of the successful candidates declared after the process by the company through Placement Cell or an appointment letter is received in placement cell.
- The Placement cell reserves the right to not allow the candidate who has already procured one job from appearing in further placement drives. This is to ensure the accomplishment of ONE JOB TO EACH STUDENT AT THE FIRST INSTANCE.
- When a student allowed to appear for the another company in spite of securing one job already with the intention of seeking up gradation in currently appointed job profile, and





gets selected for more than one company simultaneously, then, in such case, the student should inform the placement cell about the job offer he/she wishes to accept within the stipulated time as decided by the placement cell. If the student fails to do so, he/she will be offered any of these available jobs assuming that there is acceptance of the student to any of this job offers.

- A job would be considered to be rejected only if the concerned student informs about the rejection to the Placement Cell in person along with a regret letter towards the same.
- If the student decides to participate in the placement process of a company, he / she cannot forgo it in between. In such cases, would be considered that he / she have rejected the offer.
- A student can reject only one Job Offer.
- Once the student has been shortlisted by a company for placement process, he/ she is NOT allowed to contact the members of the team visiting the campus for placement purpose, without prior permission of the Placement Cell.
- Students selected by an organization and offered appointment may get an additional chance subject to all eligible students have been placed and appointments are still available.
- For students involve in disciplinary cases, the IBMA has the discretion to stop them from appearing in any Campus Selection Process.
- Students are requested to forward contacts they have, if any, in the different companies so that the Placement cell may formally invite these companies for placements.

#### Blacklisting Criteria for Placement Assistance:

- Students who do not attend the interview / test as per the schedule given by placement cell even after confirming his/her consent.
- If student do not turn up for interviews without informing placement team
- If the candidate gets selected and rejects the offer without any proper reason or any prior intimation to the placement cell about it.
- A student who applies even if he / she do not fit into the eligibility criteria mentioned in the mail without informing the placement cell.
- Students who provide any wrong information / fake documents / do not follow rules as specified by the Institute.
- Students who do not attend & participate in Training and Placement activities programs.

The policy is subject to change at a later stage at the discretion of the placement cell. The changes made, if any, at a later stage will be notified to all concerned.





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## PLACEMENT ASSISTANCE REQUEST FORM

Paste Your Recent  
Passport Size  
Photograph

(Note: Please fill up all the details to avoid rejection of your placement assistance

request form.) Applicant Student Name:

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Age: \_\_\_\_\_

Course Title at PIRENS IBMA:

\_\_\_\_\_

Specialization: \_\_\_\_\_

Result obtained - overall % and Grade (First Year):

\_\_\_\_\_

### CONTACT DETAILS

Present Address:

Permanent address:

Home Phone:

\_\_\_\_\_

Mobile Number:

Email ID:

\_\_\_\_\_



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### Educational Qualifications:

Educational Qualification	School/College	Board/University	Year of passing	% secured
S.S.C				
H.S.C				
Graduation Degree Please Specify:				
MBA/MCA Specialization				
Any other qualification (Cert/Dip/Degree)				

**Hobbies and Interests:** \_

### Project and Internship / Experience Details

Project / Internship Title	Name of the Organization	Duration	
		From	To

### Career Preference: Job / Entrepreneurship If Job:

Job Objectives: \_\_\_\_\_ Preferred Domain & Profile: \_\_\_\_\_ Location Preferences: \_\_

I Mr. / Ms. \_\_\_\_, hereby confirm that I have read and understood all the terms and conditions of placements assistance at IBMA the same shall be abiding me. All the information provided above are true to best of my knowledge.

Yours Faithfully,

Student's signature: \_\_

Date : \_\_\_\_\_







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## Terms and Conditions:

1. Students should register with the IBMA PLACEMENT CELL. Only those students who have registered with IBMA PLACEMENT CELL are eligible to participate in the placement activities. Student will have to submit duly filled & signed placement assistance form to the Placement Team – IBMA.
2. Students who have poor academic performance and poor attendance may not be allowed to appear for the campus interview.
3. Students are advised to have decent dress and pleasing manners when they appear for the interview with the representatives of the recruiting company.
4. Students should take every effort to maintain the decorum and the image of the institute with the visiting representatives of the organization.
5. Placement assistance is subject to course successfully completed at IBMA, Market conditions, performance in Exams, Interview, Work Experience, Communication Skills and other factors affecting selection process.
6. If the student has been selected in the campus interview and has received an appointment letter, then he/she cannot apply again and his/her name is removed from the placement cell, even if he/she rejects the previous job offer.
7. IBMA reserves the right to approach various organizations, consultancies etc. to locate best possible job openings available based on the details provided by the student.
8. Students who have applied or secured a job through off campus application should inform the placement officer immediately.
9. Student must have to attend the scheduled interview failing to which placement cell reserves the right to black list the placement assistance applicant and no further assistance will be provided for placements.
10. Selection, Job location, Salary package, will be based on student's performance at the time of interview.
11. All rights reserved by Placement Assistance Team – IBMA only.



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## Student Consent Letter

To,

The Training and Placement Officer, PIRENS Institute of Business Management And Administration (IBMA),

Loni, Bk

**Subject:** Regarding consent to be present for all the stages of selection procedure.

Respected sir,

I \_\_\_\_\_ (Name of the student) have been registered by the IBMA placement cell to seek assistance regarding placement activities. I am also aware of the fact that, it comes to me as my responsibility to face all the stages of selection procedure of the company to which I have applied for.

Keeping this in mind, I hereby gives my consent to be present for all the placement activities such as on/off campus interview, training programs, aptitude tests, etc.; If I fail to do so, I am liable to compensate the Institute efforts in arranging the same for me.

Thank you,

Yours obediently,

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### Campus Placement Response form

- To be filled by all companies wanting to recruit
- Mark corrects symbol wherever required.

#### 1. Name of the Company

-----  
-----

#### 2. Contact Person

-----  
-----

#### 3. E-Mail ID

-----

#### 4. Contact No. (please give the contact no of above-mentioned contact person)

-----

#### 5. Brief profile of the Company:

-----  
-----  
-----  
-----

#### 6. Job Profile: (Please mention in few words the exact designation of the job being offered)

-----  
-----

#### 7. Job Description: (Brief about what the job entails)

-----  
-----

#### 8. Annual pay package:      (Rs) -----

#### 9. Programs eligible for this offer: MBA                      MCA

#### 10. Preferred Location for the recruitment process:

IBMA Campus.....

Off Campus.....

#### 11. Facilities required:





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**LCD Projector:** -----

**Laptop:** -----

**Computer Lab:** -----

**12. Other information that you would like to furnish:**

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