



Dr. D. Y. Patil Pratishthan's

Dr. D. Y. Patil Institute of Management Studies

(Approved by AICTE, recognized by Govt. of Maharashtra and affiliated to University of Pune)

Accredited By National Assessment and Accreditation Council (NAAC) with 'A' Grade

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Placement Policy & Guidelines

Introduction:

Placement Cell at Dr. D. Y. Patil Institute of Management Studies (DYPIMS) is committed to provide all possible assistance to the students in their efforts to get employed. This commitment is demonstrated by the existence of the placement department. The benefit of Placement assistance is reflected in the preparation of students who have been able to secure lucrative and esteemed positions in recent years. The Training & Placement service operates round the year to facilitate connect between companies and students. The Placement Team is available to respond to students' queries and concerns of all kinds. This may include advice on placement procedures, application and resume preparation and practice for interviews. The aim is to ensure that students should have necessary information and skills for an effective job interview. Students considering careers in desired sectors or related fields are offered career guidance by the Placement Team. Guidance should be based on up-to-date career opportunities along with future career trends. The vision of the Placement Department is to ensure enhanced employability and awareness of different employment opportunities available in the market.

Placement:

DYPIMS provides a platform for placement where companies are invited to recruit students from various backgrounds who specialize in the areas of Finance, Marketing, HR, Information Technology (IT), Operations, etc. Potential employers are able to undertake On-Campus/Off-Campus recruitment through a stream-lined Process of Registrations, Pre-Placement Talks, Selection Process and Selection.

The Placement Team will serve merely to bridge the gap between a job-aspirant and a prospective employer. Attempts are being made to help students to plan their careers by providing information and guiding them about the companies which approach the Institute for placement.

Objectives:

1. To aim at 100% Placement for the students of Dr. D. Y. Patil Institute of Management Studies (DYPIMS).
2. To provide opportunity for employment to eligible students.
3. To formulate strategies for getting MNCs for Campus Recruitment.
4. To establish long term relationship with corporate world.
5. To develop the institute as a brand, so that top companies will approach the institute for placements.
6. Develop the transparent and effective placement system, which should be easily accessible to all stakeholders.

Placement Committee:

Chairman – Director- Dr. Ashutosh Misal

Member – TPO – Mr. Chetan Khairnar

Member – Prof. Monika Gorkhe

Student Members – 3 volunteers from first year and 3 volunteers from second year.

List of Student Placement Coordinators:

1. Swamini Lunge
2. Mrunali Morankar
3. Vipul Annadate
4. Amruta Rote
5. Damini Jagdale
6. Akshay Jadhav
7. Bajarang Muthe

Tenure of Members of the Committee – One year from August to July (Academic Year).

Placement Eligibility Criteria for Student:

All students who have passed first year and eligible for second year admission shall be eligible to receive placement assistance except the students who are debarred from receiving such assistance due to following reasons:

1. Non completion of Summer Training/other academic requirements.
2. Less than 75% attendance in first year.
3. Non completion of concurrent evaluations/assessments.
4. Non-payment of fees or any other dues.
5. Breach of discipline and general conduct.

Placement Guidelines for students:

1. Dress Code:

- 1.1. Students must be formally dressed (Institute Uniform) during Placements activities. Institute reserves the right to refuse permission to a student to attend the selection process / PPT, if he/she is not formally dressed.
- 1.2. It is mandatory for all students to wear identity cards throughout the placement process and produce the same when asked by the company or placement representatives.

2. Attendance & Punctuality:

- 2.1. Attendance in Soft Skills sessions, Guest Lectures, Placement sessions and regular classes (75 % respectively) shall be compulsory for students for being eligible for placements.
- 2.2. Students are required to attend all sessions such as Mock Test, GD and Interviews conducted by Institute from time to time to develop soft skills and interview techniques.

- 2.3. Students should reach the campus placement venue at least half an hour before the scheduled time of the process.
- 2.4. During any company's process, students should sign in the attendance sheet. If any student has not signed in the attendance sheet, he/she will be considered absent in the process resulting in debarring from Placement.
- 2.5. It can happen that campus recruitment process can stretch till late evening. In such cases students should inform their parents causing delay to reach home.
- 2.6. Student should maintain the decorum of DYPIMS during placement activities.

3. Absenteeism:

Absent means being absent WITHOUT prior written/email intimation.

- 3.1. A student, who confirms participation in placement process (on/off campus) of a company by registering (online/offline) for the selection process of a company and thereafter remain absent for the selection process without any valid reasons, will be debarred from placement and will not be eligible for further placement assistance.
- 3.2. Students should inform about his/her absence for the placement process before the start of process by e-mail to the TPO and later submit an application with supportive documents. After verification of application and documents, if Institute finds the case as genuine then only student will be allowed for further placement activities. Only in unfortunate events (like accident) students can send SMS regarding his/her absence. Phone call regarding the same will not be considered.
- 3.3. Absent due to medical reason: Student has to submit application with supportive documents (medical certificate, prescription, medical test reports, medicine bills, etc.) to the TPO. Only medical certificate will not be considered in this case.
- 3.4. Wedding: Leave will be granted only for self or real brothers/sister's wedding.
- 3.5. Competitive Exams: Institute will decide the exams for which leave can be granted for shortlisted students.
- 3.6. Unfortunate event: In case of any unfortunate event in the family, student has to submit an application with supportive documents for the same.
- 3.7. Students who remain absent for any placement process without prior intimation will be debarred from Placement.
- 3.8. Absenteeism during the placement is not allowed as it spoils Institute's relationship with the companies. Also it affects the placement of future batches.

4. Disciplinary System:

Strict discipline to be followed during Placement activities.

- 4.1. Cheating/Misbehave: Students found cheating or misbehaving in the selection process (PPT / Test / GD / Interview) will be disallowed from the placements.
- 4.2. Students indulging in any unfair mean(S) or using placement information in a wrong manner will be debarred from placements.
- 4.3. Any negative feedback from the Interviewing Company about a student would attract disciplinary action against the student.
- 4.4. Boys must be clean shaven throughout two years of MBA programme.
- 4.5. Smoking and chewing of tobacco are strictly prohibited in the campus.
- 4.6. Body Piercing/Tattoos are strictly not allowed.
- 4.7. Students are advised to keep their mobile phones on silent mode during placement process.

- 4.8. Student is solely responsible for using social media (Facebook, WhatsApp, etc.) for sharing any kind of information. Institute has no involvement in such conversations during the process within the premises.
- 4.9. Any sort of indecent behavior during the placement activity may lead to cancellation of registration and case would be forwarded to Higher Authorities for further disciplinary action which may lead to debarring of student from placements.

Final Placement/SIP Activity Calendar:

| Sr. No. | Activity | Date |
|----------------|--|----------------|
| 1 | Placement Eligibility Form filling process for second year students | July / August |
| 2 | Placement Registration Form filling process for second year students | July / August |
| 3 | Students profiles and resumes building for Final Placements | July / August |
| 4 | Preparation of students Master database for Final placements | August |
| 5 | Preparation of Placement Brochure (Soft For) | August |
| 6 | Identification of companies, company visit and follow up with companies, etc for Final Placement | June to May |
| 7 | Start of Final Placement | Mid September |
| 8 | End of Final Placement | May |
| 9 | Preparation and approval of Placement Budget | February |
| 10 | Students profiles and resumes building for SIP | January |
| 11 | Preparation of students Master database for SIP | January |
| 12 | Identification of companies, follow up with companies and scheduling of companies, etc for SIP Placement | January to May |