

St. Xavier's University, Kolkata

PLACEMENT POLICY FOR MBA PROGRAMME

1. Introduction & Objective

- 1.1 Training and Placement (T&P) Cell plays the role of a facilitator in bringing in recruitment opportunities for the aspiring students as a part of the Industry Academia Initiative. However, the cell does not guarantee an employment but surely provides the required support in building competencies to enhance employability quotient along with best of the hiring opportunities.

As an interface between the corporate world and the students, and in order to cater to the expectations of the employers in terms of the readiness of the future workforce along with protecting the interest of the students to a great extent, implementation of a policy is the need of the hour with an expectation of adherence of the norms stated herein.

2. Placement Assistance

- 2.1 Final placement process will start at Xavier Business School (XBS) during third semester of the final year batch of MBA and it will continue till 31st July of their passing year.
- 2.2 A student can attend up to five (05) interviews; if a student fails to get placed up to Five (05) interviews, then he / she would attend a counseling session. The composition of the counseling team may vary as per the need of the situation.

3. Compulsory Registration and Declaration

- 3.1 Database creation for eligible students will take place during end of 2nd Semester and candidates willing to participate in recruitment process should register and furnish all the required information as it will be asked to share. It is to be noted that prior registration within the stipulated time period is required for providing the placement support. In case there are students who might have different career aspiration such as Higher Studies, Entrepreneurship, etc. should be declared at the beginning of 3rd Semester and will be supported separately.
- 3.2 Students who want to opt out of Placement Assistance shall give an undertaking in a prescribed format. The format is available with Dean's office / Training and Placement Cell. Concerned students can submit the signed opt out form to the Dean's office & Training and Placement Cell.
- 3.3 Any kind of misrepresentation or falsification of data will not be tolerated. Student may be debarred from the campus placement if he / she is found involved in any fraudulent practices.
- 3.4 Students those who are having less than 85% attendance (cumulative attendance for the previous 2 semesters) may not be facilitated for the campus placement.

4. Mandatory Participation

- 4.1 At the outset of every recruitment process the eligible students mandatorily have to register before appearing. Registration form can be shared by the University Placement Cell or by the organization. In both cases the organization will have the right to shortlist the candidates if required and the final eligible list will be shared with the concerned students. The students also will be notified with all required information such as the name of the organization, Job Role, CTC, Location, Bond etc. along with the registration process.
- 4.2 Once registered (through offline / online mode) for the drive they must appear for the same unless placed elsewhere or barred from the department due to disciplinary issues. Thereafter if selected will have to accept the offer and no negotiations will be entertained on this. However, in case of multiple offers for one candidate the final call will be taken in discussion with the concerned Candidate, Department and the T&P Cell.

5. 'One student one job' policy

- 5.1 Once a candidate gets Selected / Offered through the recruitment processes shared from University Training and Placement Cell, he / she will ordinarily be blocked from appearing in further hiring processes till all students are placed.

6. Placement Process & Readiness

- 6.1 Every company has its own recruitment policies & procedures in place. In general, in most of the cases the following elimination processes are followed.

- Online Test (Aptitude / Technical / Psychometric / English)
- Pre-Placement Talk
- Group Discussion
- Interview – Technical (might be multiple rounds) and HR
- Verification of Documents

However, the recruiters are not bound to follow the above stated steps for all students. It depends on their resource availability and the policies followed for the recruitment process.

6.2. Important points to be noted –

- 6.2.1 Students must check their mails regularly as most of the opportunities will be notified through email IDs shared during database creation. Any changes in the said ID should be notified to Training and Placement Cell at the beginning of 3rd Semester.
- 6.2.2 Eligible students must attend all the rounds wherever they will be declared as short listed / eligible. Any deviation on that will be considered as violation of policy norms and strict disciplinary action will be taken against those candidates as per University rules.

- 6.2.3 Continuous absence (max. three) in recruitment processes if observed without any genuine reason, will also be considered as violation and the candidates will be barred from appearing for further recruitment processes for the rest of the academic year.
- 6.2.4 Selected students shall be obliged to honour the offer shared by the organizations to sustain the relationship with the employer. In case of multiple offers the students will be guided to choose one and the remaining offers will stand as cancelled. Each step will need to be documented for future records from both ends.
- 6.2.5 Students are not allowed to contact Company / HR Officials directly for any reason unless advised by Training and Placement Cell to do so. In case of any issues, they have to reach out to the Professors – in – Charge or Training and Placement Cell for redressal.
- 6.2.6 Any improper behavior during or post recruitment process with any of the Officials of the organization or adopting any malpractices will be handled with zero tolerance. No negotiation will be entertained on this.
- 6.2.7 It is the responsibility of the students to remain ready for any of the stages of recruitment processes. Readiness on the following must be checked and arranged.
- Availability of Laptop or Desktop with Webcam
 - Sufficient Data volume for seamless Internet access
 - Location with decent network
 - Updated resume both Hard & Softcopies
 - Photographs
 - All Testimonials Original and Photocopies
 - Govt ID Proofs (PAN & Aadhaar Must)
 - University ID Cards
 - Formal Attire for all stages where visibility will be required
- 6.2.8 It is extremely important to timely participate in the process for both Virtual rounds and rounds with physical presence. Late entry or login will not be allowed.

7. Internship Cum Pre-Placement Offer (PPO)

- 7.1 There are two types of internship a) only internship and b) internship that leads to job opportunity based on performance in internship.
- i) In case only Internship is offered, candidates will not be blocked from appearing in campus hiring until he / she gets a job offer.
 - ii) A candidate with only Internship offer has to join the organization as Intern and complete the internship tenure. In case he / she declines to join the internship, a strict disciplinary action will be taken as per University rule.

- iii) Candidates with Internship + job offer will be blocked from further campus hiring. However, complete clarity will be provided at the registration phase itself. (Following inputs will be provided in such Internship opportunities – Company profile, Internship work profile, conversion parameters, stipend offered, salary range on job confirmation and Internship Location).

8. Dress Code

- 8.1 Students have to wear proper business formals for every recruitment process. Students wearing casuals during face-to-face interview will not be entertained.

9. Dream Offer

- 9.1 First students need to obtain one job in any company to get qualified for the dream offer. Dream Offer pertains to a specific limit imposed on the CTC, reputation & credibility of the company.
- 9.2 The Dean, Professors – in – Charge and Training and Placement Cell will jointly decide whether an offer to be treated as a dream offer or not.
- 9.3 Details regarding the dream offer can be obtained from the Training and Placement cell.

10. Disciplinary Actions

- 10.1 Strict discipline needs to be followed by every student during the recruitment process. Any student found misbehaving or during 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.
- 10.2 Any student against whom a pending disciplinary action or any student against whom there is a complaint with ICC (Internal Complain Committee) will be debarred from placement process till the time it is concluded. Also, if there is any disciplinary action by the University against the student after following the required formalities, the student may not receive any placement support from the University.

11. Participation in Training

- 11.1 For all Students of **XBS** it is mandatory to participate in all the training sessions wherever they have been notified as eligible.
- 11.2 Less than 85% attendance in the training programmes will lead to strict disciplinary measures and barring from the placement process. The information regarding the same would be sent to the parents.

12. Key People

- 12.1 A dedicated team of Departmental Placement representatives (Comprising of two faculty members along with Student Placement Committee Members) should be allocated who will be working closely in sync with Placement Cell regarding seamless coordination on the agreed arena.

13. End of Placement Assistance

13.1 Students who do not get job offers even after applying maximum 5 interviews will have to undergo special counseling. Upon completion of counseling and recommendations of counseling team, the student will be permitted to attend maximum of three (03) interviews thereafter. To earn these additional three (03) interviews the students should undergo certain process as per the recommendations given by the counseling team.

14. Feedback

14.1 After completion of the interview process students should share the Questions (Ex. GD Topic, PI questions) to the Professors – in - Charge.

14.2 Students should also share their feedback about the interview process and interviewer.

15. Conclusion

15.1 These guidelines are framed to ensure equality and fairness of opportunity to all the students. All students who opt for placement through the placement department shall abide by the guidelines prescribed herein above.

15.2 Any breach of rules specified above by any student, shall be taken up seriously by the Dean's Office and Training and Placement Cell who in turn will view the matter and take action against the student, as it may deem fit.

15.3 The placement department reserves the right of modifying any or all of the above norms and / or stipulating additional norms for placement which, in its judgment and discretion, are likely to benefit the students, immediately or in the future.

15.4 It will be in the interest of all concerned in the Placement Process, to adhere and support the contents of this note, as successful completion of this program will benefit both Xavier Business School and the students.

DECLARATION BY STUDENT

I son / daughter of
....., residing at (Permanent address)
.....

do hereby declare that I agree to abide by the “Placement Policy – Rules and Guidelines”.

.....
Signature of Candidate

Date:

Name of the Candidate:

Contact No.:

Email ID:

Hometown:

Specialization:

University ID: