

PLACEMENT POLICY

For all the PG students of RCASC (MBA, M. Com & M. Sc Program)

Campus Placement at Ramaiah College of Arts, Science & Commerce is a facility provided for all the eligible final year students. The role of the Placement Officer is of a facilitator and counselor for placement related activities. Our enthusiastic team strives for effectively striking a match between recruiter's expectations and students aspirations. The Placement Office does NOT guarantee a job—it is an assistance that is provided to the students to kick start a career.

Eligibility Criteria:

- No active backlogs -The results of the first & second semester will be considered.
- 60% marks in 10th, 12th, Degree and in Masters
- No gaps in education for more than 2 years.
- All examinations should have been cleared in first attempt with no break in academic.
- Internships/ work experience is an added advantage in campus placements with supporting documents.

Kindly note, it is the companies right to specify eligibility for criteria at the time of recruitment.

Guidelines for Placement Assistance & Registration Process:

- All the eligible students must register to participate for Final Placement events. All students seeking employment are required to register for campus placement with the Placement Office directly.
- Placement registration is for **ONE ACADEMIC YEAR ONLY**.
- Students not interested in placements are required to fill the **Opt Out of Placements (OOP) form**.
- Students opting for Higher studies & Entrepreneurship should provide the necessary supporting documents as directed by the Placement officer.
- All registered participants, who have given their consent to be part of the placement drive, must attend the pre-placement talk of all companies visiting campus for recruitment.
- The placement office strictly enforces "**ONE STUDENT ONE JOB OFFER**" policy. Students not abiding by the policy will be debarred from placement.
- Offer is one which comes as offer letter/ email/e-offer confirmed by the placement office.
- Pre-placement offers are Internship conversions to full time job offers, obtained by virtue of outstanding performance in the Internship program.
- The Placement Office strongly discourages students to go for off-campus/pool campus placements, after being selected by a company on campus, as this affects company-institute relations adversely.
- Cancellation of offer due to non-completion of course/backlogs- Offers can be cancelled by the companies if the students do not complete the course in the stipulated time.

All the registered students are eligible to attend as many interviews as they want subject to the following terms & conditions:

- Once a student gets the first offer, he/she would be considered to be out of the Placement pool. This will hold good for even the pre-placement offers.
- Students are advised to be judicious & discreet while applying to companies as per their specializations. By not applying to a compatible company, they are denying themselves a good opportunity.

- Students must visit the company website, prepare well before the interview by taking help/advise from professors/alumni and fellow students.
- Students are advised to look at learning opportunities, relevant job content & career prospects as the first priority and not be fussy about package and location.
- An offer once accepted cannot be rejected at a later date. This is because, they could be denying an opportunity to another eligible student.

Conduct During Placement Process:

Dress Code:

Participants are required to come in formals and should maintain strict discipline during the process of the interview. Participants who come in casuals will not be permitted to attend the interview. Participants must carry their college ID-cards at all times during interviews and screening tests.

Dressing Etiquette to be adhered to:

GIRLS: Should wear a formal business suit or Indian formals. Ensure to wear minimal accessories, formal footwear and be professionally groomed and hair tied.

Men: Should wear a formal business suit, with a white or light color long sleeve shirt and a conservative tie. Dark Socks, leather shoes with professional grooming.

- **Punctuality:** The date / time / venue of the interviews will be subject to changes which, at times, may be at a short notice. Participants must keep themselves well informed by staying in touch with the placement committee.
- Participants who do not report at the scheduled time and who indulge in indiscipline will not be allowed.
- **Documents to be Carried:** Participants must carry a complete file with a few copies of the PLACEMENTS OFFICE approved resume, Passport size photos, attested copies of educational certificates while appearing for the interviews. At the time of appearing for interviews, participants MUST carry the exact copy of the resume which was submitted to that company online. Discrepancies in resumes are not appreciated by companies and may become a cause for rejection.

Attendance in the Placement Process:

As per the student record a minimum of 85% attendance in all academic courses & a minimum of 75% attendance in Placement events & training programs if any announced by placement office is compulsory.

- Student is shortlisted for an interview at locations other than our institute, in such cases students should confirm their participation through mail within 24 hours of announcement.
- Those who confirm by mail and are physically present in the venue (tracked by the TPO) will get the attendance for the day.
- Students attending the walk-ins'/pool campus interviews on their initiative are advised to communicate the same to the Placement officer and also accommodate for their attendance.

For absenteeism in any selection process activity for which an applicant has consented to attend as a part of the company's recruiting procedure the following minimum penal action would apply:

- Absence for the first time – Apology letter explaining the reason for absence, signed by the HOD & accepted by the placement office.
- Absence for the second time – Apology letter explaining the reason for absence, signed by the HOD & the Principal & accepted by the placement office.
- Absence for the third time –The student will be debarred from placement & will be asked to opt out of placement.

Any student not adhering to the above attendance norms will invite penal action.

Interview process:

After the successful registration of the eligible students, Placement process commences in the final year of the program. The eligible students will be notified about the openings through mail.

- The complete Job description along with job location and package/CTC will be shared with the students. It's the students' responsibility to go through the mail properly and register according to his/her specializations.
- Students should register in the online link provided in the mail, by giving consent to participate and accept the offer if selected.
- Pre-placement talks serve to clarify details such as salary break-up, job profile, place of work, bond details, etc., of the companies.
- Once a student attends an interview of a company, he/she needs to take it till the logical conclusion. Dropping out of an interview process midway will attract serious penal action. Such moves cause an irreparable damage & negative impression of our institute in the minds of recruiters.
- If a student fails to communicate to the placement office, that he is not seeking placement assistance then by default such students are out of placement pool.
- If a student does not apply to 5 eligible companies successively as per his/her specialization, it is assumed that the student is not interested and such student resumes will not be forwarded to companies thereafter.
- If a student applies/registers for 3 eligible companies and does not turn up for the interview process, such students will be classified as not interested in placements.
- If there is any kind of misbehavior or indiscipline during the interview process, the concerned student would be permanently debarred from the placement activity.

Other important and relevant points to be considered:

- While the placement office shall ensure the whole exercise is carried out in a fair and transparent manner, the students are advised to be responsible and co-operative during the whole process.
- All the 2019-21 batch PG students of RCASC will be classified as 'Alumni' after 30th June 2021.
- As an evidence of clear understanding between the students and the placement office and for the benefit of the students, all the eligible students are required to fill the Placement registration form, understand the Placement policy thoroughly and follow the same.
- As a policy, at any point in time, students with active backlogs would not be allowed to sit for the Placements.
- All the semester & exam fees should have been paid to the institute by the due date to be eligible to sit for placements.
- Students are strictly advised not to communicate directly with the company for their benefit. In case of extended process, Student should always keep the placement officer in loop of the communication.

The institute and the placement office reserves the right to make changes in the policy from time to time for the larger benefit of the students as well as to be sensitive to the actual market realities.

In the event of any contentious issues, the decision of the Principal of RCASC would be final & binding.