



PML SD
Business
School
Chandigarh
[AICTE Approved]

PLACEMENT SOP

PML SD Business School

[Signature]
28/01/2025
Director

Standard Operating Procedures (SOP) Placements

Placement Activity: Procedure and Guidelines

Placement Cell at PML SD Business School is a Committee that works towards the enhancing the students career prospects and give them an entry in the corporate world. The Placement Committee consists of 25 Student Coordinators inclusive of 8 Member – Heads (From both running Batches) effortlessly work under the Placement Officer, to nurture and prepare students for their future careers and bring success and repute to the institution. The Placement Cell communicates through both, online and offline modes, and caters to all students of the college.

Placement Committee acts as an interface between the students and the recruiters and is responsible for placement of final year students, providing internship opportunities and grooming the students of all batches. The Committee also conducts various training programs, workshops, seminars and webinars by industry experts, and regularly takes up various initiatives to develop students' skills and impart knowledge and awareness in multiple areas

Objectives of the Placement committee:

1. To update the students about the current requirements/ career options in the industry and help them identify their career objective
2. To involve the Alumni, HR and industry speakers and prepare students for campus recruitments by arranging training in aptitude tests, group discussions and preparing them for various interview rounds through professional trainers.
3. To organize grooming sessions to upgrade skills (communication skills, presentation skills) of the students and transform them into professionals.
4. To place the maximum number of students through on campus and off campus recruitments by reputed companies.

Placement Committee and roles of the teams within the committee

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Placement Committee comprises of following teams

1. Lead generation Team: To find leads from sources and fetch the details and pass on the lead to the Calling & Emailing Team
2. Calling & Emailing Team: To call and engage the HR or industry professionals in different ways like campus placements, Seminars, workshops, webinars, Group Discussions and PI mock sessions etc.
3. Brochure Designing Team: The team will work over the 2 years to make posters, placement brochure, creatives for any webinar or announcements to be made for 100 % placements, for Summer Internships or Final placements, Webinar announcements, alumni/ guest sessions Gratitude brochures, Star of the Month etc.
4. Drive coordination team: The team will announce the dates of the placement drives in the class and pass on any information that comes from the Placement office. The team will also check on the students dressing during the interviews, they will share the links to the students as and when the company shares with the Placement officer.

Eligibility criteria:

1. Students will undergo Mock Interviews which will give them glimpse of real interviews. If they miss to attend any mock interviews their names will be removed from the eligible students list.
2. Students must have no backlogs, active or carried over to appear for any company's placement drives. The final call be taken by worthy Director at his discretion.
3. Students will not be allowed to sit for more than 7 companies.
4. For being eligible for placements students must fulfil the criteria of 85% attendance in the 1st year
5. One student will be placed only in one company (1 student = 1 company)

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Those who appear for the interview and are selected are required to give their consent and thereafter are strictly not permitted to appear in the interview that follows.

6. Students are required to be at their best behaviour, properly groomed and in formals during the interview process.

7. College uniform is mandatory for students to be present in the Campus Recruitment Programme, failing which students will not be allowed to seat for campus interview.

8. Students must keep their Identity Card with them at the time of PPT Test/Group Discussion/Interview, and produce the same when demanded by the visiting team of their representatives.

9. For Pre-placements talks (PPT) students should be present at least 15 minutes before the scheduled time at the venue and be seated. Delay in reporting will disqualify the student from recruitment process. Students should be punctual and once the HR people/Company representative enters the venue all doors will be closed and NO ENTRY to the students.

10. For any queries students contact the Placement cell only. Students should not contact the industry people directly.

11. For any queries/problems the students should first discuss their own department faculty, and then deliberate the same with the Placement Cell if necessary not then finally to the DIRECTOR/If only the need arises. Student should strictly follow this.

12. A nice ambience should be maintained by the students during the Placements/Recruitment Programme. Any behaviour bringing disgrace to the Institute will not be tolerated and strict action will be taken against such students. Students should follow professional etiquettes. If found guilty such students will be disqualified from further placement activity.

13. During the campus Recruitment Programme, a student who opts for the written test should mandatorily appear for the GD/PI also; failing which he will be debarred from the Campus Recruitment Programme for all other subsequent companies. Casual approach of students will not be tolerated.

14. Those students, who do not wish to participate for any recruitment process, must inform the Placement office in advance, so as to give opportunity to the other students.

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15. Attendance in pre-placement talks, personality development and preparatory classes, Guest Lectures, Workshops, and Webinars, (including mock interviews) is compulsory for all the eligible students with 85 % attendance.
16. Once registered, students will not be allowed to withdraw their candidature, from a particular campus recruitment drive. It will be mandatory for all shortlisted students to appear for the selection process/interview. Any withdrawal/no-show will debar the student from placement assistance of the Institute.
17. Once the student appears for the process, the student cannot reject the offer made by the company. Student will not be allowed to withdraw the salary or stipend offered by the company. All correspondence to and from the company will be routed through the Placement cell only.
18. Students are required to note that the Placement Services is a facility offered by the Institution and cannot be construed as a guarantee of a job offer.
19. Students getting any Pre-Placement Offers (PPO) from a company (only for on campus) must make sure the Placement Office is officially informed about it before the placement season starts.
20. The PPOs obtained from internships from the campus shall be considered as campus placements job offers and normal placement rules would follow.
21. Student has to submit the offer letter of internship and also the final offer letter to the Placement officer for records.
22. Placement Season starts from July and goes up to March. The students must appear within the given time frame only.
23. You must start preparing for the upcoming Placement season so that you can ace the placement rounds. Inadequate preparation may impact negatively on your chances of landing into the corporate industry

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Placement Process

- Sending Campus invitation to the companies
- Receiving the Job Description and details
- Floating the requirements
- Collecting the applications and sending them to the company
- Date of Interview will be announced by company and same to be communicated to students
- Arranging placement drive (on or off campus/ virtual) based on company's requirements
- Interviews Process
- Offer letters will be given to the selected students

Already Prepared SOP – Annexure 5 – PML SDBS Handbook

Annexure -5: Placement Cell (Rules & Regulations)

Placement Cell (Rules & Regulations) -Policy and Rules for Final Placement and Summer Internship Program

Transparency, fairness and equal opportunity for all students is the policy of PML SD BUSINESS SCHOOL, CHANDIGARH and are the hallmarks of the placement process at PML SD BUSINESS SCHOOL, CHANDIGARH.

ELIGIBILITY & REGISTRATION

PGDM Final year students who are passing out from the Institute by the end of this academic year 2024-25 and are seeking employment should register on CRR Portal (Campus Recruitment Registration) of Placement Cell, PML SD Business School, Chandigarh • Placement Registration will be done once only for the entire session Students not registering on CRR Portal (Campus Recruitment Registration) will be assumed that they

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are not interested in Placement & will not be allowed to sit in any Campus Drives throughout the year

Only registered students are allowed to appear in the campus recruitment process (ONLINE/OFFLINE)

If a student does not appear in the upcoming companies for the session (2024-2025) even after registration at CRR Portal, she/he will be disallowed from the placements for the rest of the academic year

Students are advised to read the placement announcements made through notices put up on Notice boards/WhatsApp Groups/Student respective e-mails ids

RULES & REGULATIONS FOR PLACEMENT DRIVES/PROCESS

1. Students shall prepare their Resume under the supervision of the T & P officer highlighting their achievements, summer projects, and anything beyond the curriculum which enhances the employability of the students
2. Students should carry a Folder comprising of 2 copies of Resume with duly signed by the student, 2 Passport size coloured Photographs (In College Uniform with Blazer), Photocopy of all the Certificates (10th, 12th, Graduation Mark sheets and certificates etc.), College ID card, ID & Address Proof (viz; Driving License, Passport, Pan card, Aadhar Card, Voter ID, etc.)
3. Students are advised to be dressed in Formals for every Recruitment Drive.
4. Students are expected to be on time as per the announcements. It is the responsibility of the student to check Announcements/Notices/ updated information/_shortlisted names etc. displayed on the notice boards of Placement Office/Department Notice Boards/ WhatsApp Groups/Student respective e-mails ids. Failure to read the notice board / WhatsApp Message / Website will not be accepted as an excuse for not participating

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5. Students not meeting the eligibility criteria mandatorily asked by the company, would not be allowed to sit for the same,.

Dress Code

Students must be formally dressed whenever participating in any Placement activity. The Placement Cell of PML SD Business School, Chandigarh reserves the right to refuse permission to a student to attend the same if their attire is unsatisfactory.

Grounds on which STUDENT/S could be DEBARRED from PLACEMENT

1. Student may be debarred from the placement if he/she is found involved in any In- disciplinary activity or engaged in fraudulent practices
2. Any Eligible student consecutively not participating in 2 recruitment drives without prior information to T & P Cell
3. The details of the resume have to be genuine & true and any student found violating this rule will be debarred from the placements for the rest of the academic year.
4. Student cannot drop out from the selection process once he/she has been shortlisted

SUMMER INTERNSHIP PROGRAM

PML SD Business School, Chandigarh expects every student to take summer internship program professionally and turn in an excellent Project Report at the end of the internship which may enhance the student's chances of placement.

The summer internship portal will be open for the first year batch (2024-2026) between 15.03.2025 to 15.05.2025 for any kind of help/consultation/advise from placement cell. PML SD Business School, Chandigarh.

The Placement Cell of PML SD Business School, Chandigarh do not give the assurance for stipend in summer internship program as it lies in the hands of the organization where the intern is working.

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Students are hereby advised to look for respective internship programs in companies as per their interest and willingness for desired profiles/cities

The students must submit the hardcopy to Placement Cell, PML SD Business School, Chandigarh of their selection in any company for summer internship program.

NOTE: For all matters not covered by the above-stated, the Management/ Placement Cell of PML SD Business School, Chandigarh will use its own discretion to take appropriate decisions from time to time and case to case Placement Policy for Students of B-School.

Moreover, the Institute has full discretion to change/modify the rules from time to time.

Students having backlogs are advised not to register for placement. Such students are

Advised to improve and register after clearing the backlogs & get an application

Signed from Examination Cell before appearing in Placement Drive/Process.

Pre-Placement Talks

1. Students registered must attend Pre-Placement Talks (PPT) without fail.
2. Students Should occupy the venue (ONLINE/OFFLINE) before the scheduled start of the PPT by the Company/TPO
3. Attendance will be taken and only those students who have attended PPT will be allowed to sit for the rest of the recruitment process of the said company
4. Students must clarify queries/doubts if any related to the package, job profile, place of work, bond details, etc. with the HR officials of the Company during Pre- Placement Talks (PPT)
5. A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company
6. Any student who withdraws deliberately in the midst of a selection process will be disallowed from placement for the rest of the Academic year:

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Code of Conduct

1. Late coming during the Placement Process shall not be tolerated
2. Students should maintain discipline and show ethical & decent behavior in every action they make during the placement process.
3. Any student found violating the protocol set by the company or defaming the Institute's name would be debarred from the placements for the rest of the academic Year and it could lead to strict disciplinary action by the Institute

Offer letters

Offers received from companies must be collected from T & P- Cell / Company as per Timings in notice. The responsibility of going through the offer letter and taking further Actions such as signing, accepting, and sending it back to the Company lies entirely on the student.

In case of offers are received directly by the student from the company, a copy of the same must be submitted to the Placement Cell, PML SD Business School, Chandigarh within 24 hours via e-mail as well as hard copy of the same.

Joining Status

In case, a student decides not to join where he got selected, he should inform the company in writing with reasons at the earliest and also be required to submit a copy of that Letter/mail to the Placement Office.

Identity Cards

Students must bring their identity cards with them whenever they go through a Placement process on campus or off campus

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