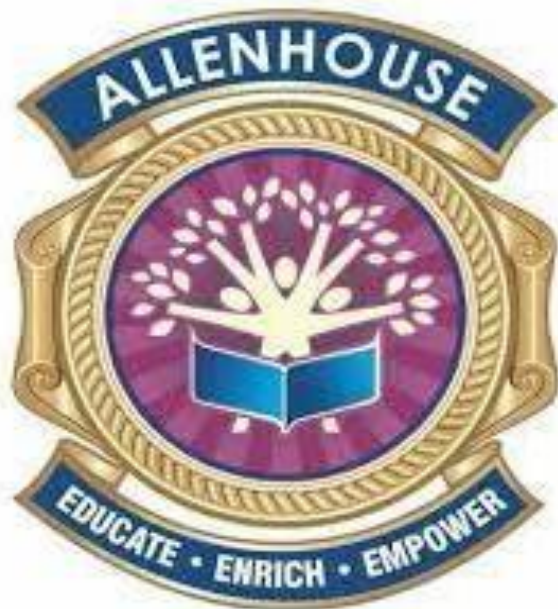


**ALLENHOUSE INTITUTE OF MANAGEMENT**  
**AKTU CODE - 1131**

**PLACEMENT POLICY**



# **Placement Policy for Students**

## **Placement Cell,**

### **Allenhouse Institute of Management, Rooma, Kanpur**

#### **Placement Policy:**

All students must note the following points before progressing with various placement cell formalities

- Placement cell does not guarantee a job.
- Placement is a privilege, not a right.
- Students not interested in placements are advised not to register for placement.

#### **A. Eligibility:**

1. All final / pre-final year students of Allenhouse Institute of Management (AIM), Kanpur shall be permitted for campus placements, provided they meet the eligibility criteria as will be specified by the visiting company.
2. Last day for registration will be communicated to students via circular or email.
3. Any false claims in their CV / Cover letter / Resume will lead to disqualification. This may also lead to disciplinary action, if found to be done intentionally.
4. Students who fail to register in time will not be allowed to appear for any placement activities.
5. All students have to mandatorily attend any placement related trainings/talks organized by the placement cell.

#### **B. Job Placement Rules**

1. A student is allowed to hold maximum of 2 job offers, one offer in each of the following categories:
  - **Category A:** Above 8.0 LPA (CTC)
  - **Category B:** Above 4.0 LPA (CTC) upto and including 8.0 LPA (CTC)
  - **Category C:** Upto and including 4.0 LPA (CTC)
2. Category will be mentioned during the intimation of the recruitment drive. Minor deviations from the CTC will be ignored.
3. Moving for the higher package only in the upward direction will be allowed, subject to a maximum of 2 job offers per student.
4. If a student is placed in Category A, then he will not be allowed to answer any further placements even though he may hold only 1 offer.
5. A student with 1 job offers in Category B or Category C may attempt for one more job offer in the same category or lower category (from category B to category C) provided there is a major deviation in the Job Description of the role provided by the company. The deviation in the Job Description will be verified by the Placement Faculty of the respective department in consultation with the Head of Department.
6. If a student signs up for a placement drive, he/she must actively complete the entire evaluation process set by the company, unless they are eliminated by the company. This includes attending pre-placement talk until the final round of interviews. A

student will be permitted to drop out after the pre-placement talk only by the Placement Cell, if the student's argument/reason for dropping is found to be valid by the department Placement Faculty.

7. During the selection process of a company, if the student receives a job offer from another company, he/she should inform the placement cell in writing via email. The cell will do the necessary processes. A student should not discuss this matter with the company officials. He can continue with the ongoing placement drive, only with strict adherence to this Placement Policy.
8. Students are considered hired if they are shortlisted / selected by the company(intimation received from the company officials). If a student is shortlisted / selected by a company, they will be considered unavailable for further placements as per the rules mentioned in this Placement Policy. This is irrespective of whether he/she accepts the offer or not. Students who do not intend to accept the job offers should not participate in the recruitment drive.
9. All queries/communications from students should be routed to the placement officer through the placement cell or faculty placement coordinator only.
10. It is the responsibility of the students to keep themselves up-to-date by reading emails from the placement cell/faculty, and by reading all relevant posts.
11. Students are strictly forbidden from contacting the company officials directly, or via email or phone call.
12. It is the responsibility of the student to check that he/she meets all the eligibility criteria which might be required at the time of joining (academic, medical, etc.) for the opportunity he/she is applying.
13. Any sort of unprofessional behavior or not adhering to any of the policies during the placement session may lead to debarring from placement process and warrant an appropriate disciplinary action.
14. Once a job offer / intimation is made through the cell, the student will be marked unavailable for further placement drives in the respective category as per the rules mentioned in this Placement Policy. In case the student decides to accept another off-campus offer, he/she should inform the placement cell in writing via email.
15. During the selection process, if the company finds that a particular student is suitable for a position which is different than that mentioned in Job Description, the company will still be allowed hire the student for this new role. However, this should be discussed with the placement office and the student's name should appear for this new position in the selection list and offer letter. In this scenario, if the student decides to reject this job offer, he/she will not be considered as hired and can continue availing the placement opportunities.

### **C. Pre-Placement Offers and Off-Campus Offers:**

1. Any Pre-Placement Offer or off-campus offer received by a student has to be intimated immediately to the placement cell in writing via email.
2. Students accepting or declining a Pre-Placement Offer or off-campus offer will have to

immediately (same day) notify the placement cell of the same. If the Pre-Placement Offer or off-campus offer is accepted, the job offer will be recorded and he/she will NOT be allowed to participate in the further campus placements. However, he/she will be allowed to participate in the process if the offer is declined. The decision of the student will be communicated to the company through the campus placement cell.

3. The student will be responsible for all proceedings for a Pre-Placement Offer or off-campus offer between the student and the company.

**D. Policy Exception Rule:**

A student who already has been selected by a company will be permitted to apply for another company, as per the discretion of placement cell, If a student presents the following case:

1. Discrepancies in salary as follows: CTC mentioned in the offer letter is significantly lower than that mentioned in the job description.

**E. Penalty:**

If a student does any of the following, he/she will be debarred from the placement process, and warrant a suitable disciplinary action.

1. Not showing up for pre-placement talk after applying for a job opening, missing a selection process either intentionally or due to not following up the email/portal updates.
2. Not attending anyone of the selection processes after getting shortlisted by the company.
3. Any sort of misbehavior on the part of students which affects the decorum of the presentation or the selection process or the reputation of placement cell.
4. Cheating or proxies in the forms/process.

If a student is not able to follow any of the first 3 points due to unavoidable emergency situations, the candidate must attempt to inform the cell prior to the date of process to avoid any penalty.

**F. Resolution:**

The Director is the final authority, and in case of any dispute or grievance, the Director's decision will be the final.