



PLACEMENT POLICY

TRAINING & PLACEMENT DEPARTMENT

The Placement Cell facilitates students for their career connects. It also helps students in career planning through various training programs such as student self-assessment test, mock interviews, mentors' interventions and employability scores. Placement Cell also organizes guest lectures and trainings programs for enhancing employability skills such as resume building, group discussion and interview skills. Students must take such trainings seriously and practice those learning's regularly. The selection process generally starts with a pre placement talk in which a firm/organization gives the students insights into the company profile, job profile, career path, CTC etc. which is followed by the actual selection process i.e., written test, group discussion, interview etc. Student placement representatives from each class are also present to provide assistance throughout the selection process.

PLACEMENT POLICIES

1. Placement cell will facilitate the students with the internship and placement opportunities.
2. Students interested to get placed through institute should register themselves with placement cell as per prescribed registration process.
3. Placement opportunities will be informed to students through official notice and email with all the information received from the company like job description, eligibility, qualification required, date and venue of the interview, selection process, etc.
4. Applications are invited based on the eligibility criteria regarding programs, academic qualifications, work experience, etc. indicated by the company.
5. Students should carefully go through the details of placement opportunity shared by the placement cell and apply for the same only if interested for the same.
6. Application for the placement opportunity by the student should be within prescribed deadline and prescribed manner as communicated by the placement cell.
7. If a student(s) misses the information/deadline for placement activities, or if there is any disruption in the placement process, the Placement department reserves the right to take disciplinary action against the student(s), including exclusion from placements.
8. Any breach of these rules shall lead to the student getting debarred from the placement process. Any student found to have secured a pre placement offer and not informed the placement cell of the same will be debarred from the placement process and the company will be notified of the same.





9. NIM follows a '**one student, one offer**' policy. Once opportunity is accepted, you are not eligible to apply for the next opportunities until unless the case is valid like any emergency of medical illness.

CODE OF CONDUCT

1. All post job-offer communication between student and company should be channelized through the placement cell. Direct communications with the company officials is not allowed.
2. If a student quits in between the placement process, then he/she will be debarred and will not be allowed to appear in any other further placement event.
3. All students are responsible to stay in constant touch with Training & Placement Coordinators for details and updates regarding Placement Matters.
4. All students must keep their identity card with them at the time of PPT/Written Test/GD/PI and produce the same when demanded by the visiting team or T&P Cell Staff.
5. In case of any unavoidable circumstances, if a student fails to attend the selection process of the company he/she is shortlisted for, he/she must seek prior approval from the Placement Office. All the supporting documents and valid proofs should be enclosed in the email. If the reason is found valid and approved by the concerned authority, the student will be given a further chance to appear for other company processes in the future.
6. In case there is a technical glitch on the student's or company's end and the process does not go smoothly, it will be at the final discretion of the company to decide whether to give a student a chance or not. The student will have to accept the company's decision, which would be final and binding.
7. Canvassing with the Company Personnel will disqualify the candidature of the student. If students face any difficulty please report to T&P Officer.
8. Any behavior 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.
9. Once a student receives an appointment letter, it is assumed that the student will join the organization and submit a copy of the letter to the institute's placement cell. If the selected students do not join the organization then they have to provide a clarification to the placement cell in writing.

The Director and Placement department of NIM reserves the right to disqualify any student from appearing for a campus interview on disciplinary grounds.





Navjeevan Education Society's

NAAC Re-Accredited 'B++' Grade

NAVJEEVAN INSTITUTE OF MANAGEMENT

Affiliated To : Savitribai Phule Pune University, Pune - CA/1386/1994 (College Code - 0342)

Approved By : AICTE - 431/27-81/MCP(M)94, Govt. of Maharashtra - NGC 3594/MBA 7497/Mashi 3 - 1994

Recognized By : Directorate of Technical Education, Mumbai. - M.S. (MB5116). A.I.S.H.E. Code-41799.

PLACEMENT GUIDELINES

1. Students should submit personal data, internship data, and academic data to the placement department when required.
2. A form will be circulated to the students for those, who do not wish to participate in the placement process for the reasons of higher studies, starting their own business, joining a family business, or already having a job offer in hand. These students should fill out and submit the **opt-out form** to the placement cell. Students will be deemed to be placed once they submit the opt-out form.
3. Please note that NIM Nashik will not be responsible for any legal action taken by any organization/Company for hiding the facts or for the termination of any student after joining the company.
4. All students should prepare for the placement process by going through the website of the organization that is recruiting and collecting information about the organization for the selection process.
5. Dress Code (On Campus Mode/Virtual Mode)
All students need to be well-groomed while attending any recruitment drive. Each and every student needs to wear the NIM formal uniform (blazer, formal shirt, trousers, and tie) along with formal shoes for all the campus interview drives.
6. Companies generally share details of the job description, while many give a general idea of the opportunity. Students must be aware of the organization and the role being offered before applying.
7. Selected students photos with their package will be published by the institute on website and social media handles..
8. Failure to comply with any of the placement guidelines will result in disciplinary action against the defaulters or any other action decided by the Placement Department.

THE STUDENT WILL NOT BE PROVIDED PLACEMENT ASSISTANCE AND WILL BE CONSIDERED TO HAVE OPTED OUT OF THE PLACEMENT PROCESS UNDER THE FOLLOWING CONDITIONS:

1. Arriving late for a scheduled placement process during a virtual or on-campus recruitment drive means that once a student is offered a job, he/she would be out of the placement process.
2. Under disciplinary actions, health or personal leave (only one medical certificate will be accepted throughout the season)





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3. Lobbying with company officials, by one or through others, or establishing parallel channels with the company (including social media).
4. Negotiating salary/terms and location (when it is already pre-defined).
5. Derogatory remarks on Peers/institute/Company.
6. Unilateral and arbitrarily withdrawing midway (from the point of application till the time the company declares the results) in the recruitment process
7. Offers are kept pending or extended for confirmation.
8. Deliberate underperformance at the designated selection process during the campus selection. For any other issues, the final decision shall rest with the Director of the institute and the placement cell.


Post-selection process and on-boarding

- If the student has been selected in the campus interview and has received an appointment letter, he or she should accept the offer letter within next 12 hours by keeping nim1.placment@gmail.com in cc or as prescribed by the employer.
- The student should submit all documents required by the company that are necessary for his or her joining (mark sheets, PAN card, passport, etc.).
- Students should route any communication to the company only via the placement department of NIM, Nashik before joining.

Note: These are general guidelines that will evolve, and the Placement Committee will communicate changes when they occur.

Students are expected to present themselves as a brand ambassador of NIM as and when needed.

ESTD 1994


Dr. Shinde Suvarna R.
I/C Director, NIM

