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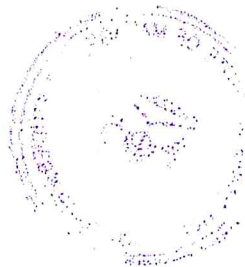
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# GURU NANAK INSTITUTE OF MANAGEMENT STUDIES

## PLACEMENT POLICY





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## Placement Policy for MMS Students (Batch 2025–27)

### **Introduction:**

The Placement is not an "End of Course" activity. Institutional effort begins from the entry level of the students by way of making them aware of what the industry would expect from them after they join their professional careers as trained managers and should continue through their academic tenure till creating placement opportunities for them from corporate of high repute. Career Development & Placement Cell (CDC) will actively support and coordinate with the academic faculty in providing the students guidance and support in their self-development and direct its efforts to bring best possible opportunities of Campus Placements for the students.

### **Objectives:**

- ❖ To provide possible opportunities to learn, understand and sharpen the real-time technical/managerial skills required at the job.
- ❖ To facilitate industry-institute interactions
- ❖ To assist and coordinate campus and off-campus placements.

### **Scope:**

- This policy relates to the Summer Internships and Final Placements for the Master of Management Studies (M.M.S.) programmed offered by the Institute.
- The placement policy will be applicable to all the students registered for the batch 2025-27 through campus placements of Guru Nanak Institute of Management Studies, Mumbai, and is to be followed during the placement season.
- **Placement season starts from October and ends by May.**

**The Career Development Cell (CDC) acts as a facilitator and counselor for training and providing assistance in student placements. Students may contact the CDC for any assistance.**

**Please Note:** Placement cell/ Career Development Cell (CDC) will provide 100% placement assistance and no guaranteed placements.



**Role of Mentors:** Mentors will guide students through a structured action plan for implementation. Each student is required to meet their assigned mentor every week and provide updates on their progress for continuous support and guidance.

### **SUMMER INTERNSHIP PLACEMENT:**

#### **Objective:**

To provide practical exposure in specialized functions, enabling students to relate theoretical concepts with practical applications and vice versa.

As per the course curriculum, first-year M.M.S. students are required to work in an industry on identified projects as part of an eight-week Summer Internship during May and June and submit the final internship report as per the project guidelines.

The CDC offers assistance to students by coordinating with industries and sharing their requirements. Additionally, the CDC conducts briefing sessions on the Summer Internship process and interview preparation before students begin their internships.

#### **Guidelines for Summer Internship Project (SIP):**

1. It is mandatory for all first-year students to undertake the Summer Internship Project (SIP). The duration of the Summer Internship is typically 8 weeks (two months).
2. In case the internship duration is extended, students must inform and obtain written permission from the CDC Head, Course Co-ordinator the Director, and the Faculty Mentor.
3. Each student is required to work under the guidance of both a GNIMS Faculty Mentor and an Industry Guide.
4. Project guidelines and timelines for project submission will be communicated to students before the commencement of the internship.
5. The CDC shares all Summer Internship openings from various companies. Students must stay updated and apply accordingly.



6. Updates regarding SIP will be communicated to students through group emails, WhatsApp, and notice boards.
7. Once a student gets selected for an **internship**, he/she will not be eligible to apply again for any other internship.
8. **Students who receive SIP offers through their own contacts must obtain CDC approval before accepting the offer. Such students will be responsible for obtaining their own offer letter, internship completion letter, and any other required documents**
9. Students are required to be present throughout the internship period in the Company and **not eligible to take leave**. In case of any unavoidable circumstances, students can request Company Guide for the leave and keep CDC informed.
10. Students are required to strictly follow the rules of the Company as explained to them time-to-time by the authorities.
11. A formal dress-code is a must during SIP. Wearing semi-formals or casuals if permitted by the company, as per their policy, will be allowed.
12. **Most importantly students need to be punctual, maintain discipline, professionalism by being ethical, honest, not getting involved in any kind of gossip or personal work during office hours at the company.**



## **FINAL PLACEMENT:**

### **Objective:**

To define the placement process, outline the role of the CDC, and **provide assistance** for student placements

### **Pre-Placement Preparation:**

CDC enables students at the Institute to bridge the gap between the Academia and Corporate World. Feedback from industry is collected and it is used to design the "Employability Skills Program." This important activity is vital to enable the students to achieve desired career objectives.

The various components of the Employability Skills Program include modules on Current Affairs, General Aptitude, Technical Aptitude, Presentation Skills, Group Discussion Skills, Debate Skills, Interview Skills, etc. Training is also proposed based on the modern techniques of psychometric testing to give scientific career counseling to students to equip them to grab the available opportunities.

### **Campus Recruitment:**

- Job requirements received by CDC for campus recruitment are evaluated in line with the specialization of students and other terms, and thereafter a communication is sent to students, their subject faculty, mentors, and Class Coordinators.
- The venue for campus recruitment depends on the Company's plan to conduct either at our Institute or in a pool campus with nearby Institutes, or in their company premises.



### Off-Campus Recruitment:

- CDC shortlists the students from the database matching the company requirements and send the profiles to Company for finalization.
- Companies are expected to give a "**Pre-Placement Talk (PPT)** laying out the details of the company and the offer before the process. In case there is no PPT by the company, then the students must appear directly for the Interview process at the given premises.
- Students must verify and check the details of the company they are going to join. The Placement Cell only provides assistance with placement opportunities. We are not responsible for anything that may happen to students after they join the company.
- **Students appearing for online interviews must follow certain rules. They should attend the interview from a proper, quiet place. Interviews cannot be given from malls, parks, railway stations, or any other public places.**
- A student who applies for any job position is bound to go through the entire selection process unless rejected midway by the company.
- Any student who withdraws deliberately in the midst of a selection process will be considered as a case of absenteeism. (**Absenteeism** - not attending the entire selection process without a prior intimation of at least **24 hours** prior to the placement process via email).
- More than one absenteeism will lead to suspension of the student from the campus placement process. The decision of revocation of such suspension will rest solely with the CDC and Mentor of the student.
- Students who fail to reach for an interview without giving prior notice or a valid reason will be out of placement for a month or till further notice.



- Once the student appears for the interview process and gets selected, the student **cannot reject** the offer made by the company.
- Any student who applies and gets selected by a company **will not be eligible to participate in the further Campus Placement process**. Thus, each student shall be eligible for only one offer.
- Each student must apply to at least **three companies** in the first three months of the placement season (i.e. **October to December**).
- In the **second half** of the placement season i.e. from **January to March**, each student shall be eligible for only **3 attempts**. Thereafter, the student shall not be eligible to appear for the campus placement till the whole batch is placed.
- Any student who does not clear the Group Discussion and Personal Interview stage for **Three companies** shall not be eligible to appear for the placement till the student doesn't undergo through the mentoring process assigned to them by the Institute Mentor.
- A company is free to select their choice of students irrespective of the student's specialization.
- If the Pre-Placement Offer is accepted, the student will have to opt out of the institute placement process. However, a student with "**pending Pre-Placement Interview Offer**" is eligible to participate in the placement process.
- Mandatory for All Specialization to attend the PPT Talk conducted by the company Online/Offline.
- All correspondence to and from the company will be routed through the CDC only.
- Institute's faculty/mentor can share the job requirement through their network. However, they must route the requirement/specific information, through CDC only.



- Students who secured and accepted off-campus job offers should disclose this information to CDC.
- Students must keep their Identity Card, Aadhar Card, other documents with them at the time of PPT/Test/Group Discussion/Interviews and produce the same when asked by the visiting team or their representatives from the companies.
- If the company is dissolved or closed, then the students applied in that company will be given a second chance to appear for other interviews.
- **Students who have applied to only three companies and students who have not applied to any company (zero applications) will be required to call their parents for a meeting as per CDC instructions.**

**Students will not be eligible for placement if:**

- Students have not cleared the tuition fee dues.
- Students who have less than 75% attendance.
- Students who fail to attend Pre-Placement Training, Employability Skills Programs, Guest Lectures, etc.
- Students having backlog (ATKT) in semesters.
- A student who applies even if he / she does not fit into the eligibility criteria of the company's requirement.
- If there is a misbehavior / indiscipline on the part of the student during the interview process
- Speaks negatively about the Institute and faculty.
- Asks irrelevant questions or behaves in an unacceptable way during the pre-placement talk and Interview process.
- Misbehaves with CDC team.



- Deliberately jeopardizes any other student's chances of getting selected.
- Engage in misconduct within the campus, during any college event, outside-campus events, or any activity conducted by the college or placement team. Any involvement in illegal or unauthorized activities—whether on or off campus—will result in the student’s placement being put on hold or the student being debarred from the placement process.
- Ineligible students will be placed only after all eligible students are placed. Students whose placement was put on hold or who were debarred will be reconsidered for placement based on their improved performance and fulfillment of all required criteria, as approved by the CDC and Faculty Mentors from time to time.
- Students are required to follow a formal dress code defined by the Institute at the time of placement selection process. In case any student fails to follow the code s/he may not be allowed to appear for the process.
- Company may change the terms and conditions of employment even after issuing offer and/or joining. Selected students’ needs to abide by it.
- Even after placement, students are required to maintain proper discipline and conduct as per the rules of the Institute.
- Each student has the option of arranging his/her own placement, i.e., opting out of the placement support (**OOPS**) of the Institute. All such requests must be submitted in writing to the CDC before the commencement of the placement process. In case anyone would like to withdraw from the Institute's Placement support after the commencement of the Placement Process, s/he may be allowed to do so provided s/he is not amongst students whose interview/selection process is under progress.
- The GNIMS management reserves the right to change / modify any or all the above stated Placement rules and procedures whenever found necessary. All changes / modifications in the Policy will be communicated to students.



### Dress Code

- **Dress Code (Girls):** Formally dressed, blazer compulsory (Trouser/Skirts), Hair neatly pinned up, Formal Shoes, Formal Accessories
- **Dress Code (Boys):** Formally dressed, blazer compulsory, Hair neatly combed, Shoes polished and wear socks, Clean shaved.



## **Placement Training**

- The Placement Cell conducts comprehensive placement training sessions to help students secure good job opportunities.
- Attendance for all placement training sessions is mandatory. Students found absent will be liable to face appropriate consequences.
- Expert counselling support is provided to guide students from a career and professional development perspective.
- Dedicated staff coordinators are appointed to manage and coordinate all placement-related activities.
- Expert-led training sessions in aptitude, soft skills, and interview techniques are conducted regularly.
- Highly experienced trainers conduct mock interviews, group discussions, and various personality development activities to enhance student preparedness.



## **GNIMS – Standard Operating Procedure (SOP) for Placement Process**

### **1. Objective**

To define a standardized and transparent process for conducting placement activities at GNIMS, ensuring smooth coordination between the Placement Office, faculty coordinators, students, and recruiting organizations.

### **2. Scope**

This SOP is applicable to all placement-related operations conducted by the Training and Placement Office (TPO) at GNIMS for MMS, PGDM, and MCA programs.

### **3. Roles and Responsibilities**

#### **Training & Placement Office (TPO) / Placement Coordinator**

- Plan, coordinate, and execute all placement activities.
- Identify and invite potential recruiters through formal communication.
- Schedule and manage pre-placement talks, tests, interviews, and final selection rounds.
- Maintain communication between companies and students.
- Record and update placement data in official registers and databases.

#### **Student Placement Committee**

- Act as a liaison between the Placement Office and student batches.
- Ensure timely collection and submission of resumes, student data, and consent forms.
- Help in organizing PPTs, online interviews, and other placement-related events.

#### **Students**

- Follow all placement rules and deadlines communicated by the TPO.
- Attend all company sessions in formal attire and maintain professional conduct.
- Update resumes and ensure accuracy of personal and academic details shared with recruiters.



## **4. Placement Office Process**

### **Step 1 – Company Identification and Invitation**

The TPO identifies potential companies based on student specialization, past associations, and industry trends. Formal invitations are sent to HR representatives through email or official letters.

### **Step 2 – Receipt of Job Description (JD)**

Recruiters share the JD, eligibility criteria, salary package, location, and selection process details. These are reviewed and approved before circulation to students.

### **Step 3 – Student Registration and Eligibility Verification**

Interested students register for the company drive within the specified deadline. Faculty coordinators verify eligibility as per the JD.

### **Step 4 – Shortlisting of Candidates**

Recruiters shortlist students based on resumes, academic performance, or other specified criteria. The final shortlist is shared with the TPO.

### **Step 5 – Pre-Placement Talk (PPT)**

Companies conduct PPTs (either on campus or online) to share details about their organization, job role, and expectations.

### **Step 6 – Selection Process Execution**

The TPO coordinates the logistics for:

- Online/Offline Aptitude Tests
- Group Discussions
- Technical and HR Interviews
- Final Evaluation and Feedback Collection

### **Step 7 – Result Declaration**

Recruiters share the list of selected candidates with the TPO. The results are formally announced through the Placement Office.



### Step 8 – Offer Letter Distribution and Record Keeping

The TPO receives, verifies, and distributes offer letters to selected students. A copy of each offer letter is maintained in the placement record file and digital database.

### Step 9 – Joining Coordination

The TPO facilitates communication between students and recruiters regarding joining formalities, onboarding timelines, and reporting details.

## 5. Placement Policy and Code of Conduct

- Students must adhere strictly to eligibility and participation guidelines.
- Once selected by any company, the student will be marked as placed and will not be eligible for subsequent drives unless approved by the TPO.
- Professional behavior, punctuality, and adherence to dress code are mandatory.
- Any misconduct, absenteeism, or failure to attend interviews without valid reason will lead to disciplinary action and possible debarment from placements.

Approved By

Prepared by

TPO

MMS Course

Co-ordinator

Placement

Head

Director

Gnims





## STUDENT DECLARATION & UNDERTAKING

I, the undersigned student, hereby declare that I have carefully read, understood, and agree to abide by all the rules, regulations, terms, and conditions mentioned in the **Placement Policy & Standard Operating Procedure (SOP)** of Guru Nanak Institute of Management Studies (GNIMS), Mumbai, for the academic batch **2025–2027**.

I understand and acknowledge the following:

1. **The GNIMS Career Development Cell (CDC)/Placement Cell provides assistance and opportunities but does not guarantee placement** of any student.
2. I am solely responsible for verifying the authenticity, background, terms of employment, and credibility of any company/organization where I choose to apply or join.
3. GNIMS, the Placement Cell, its employees, faculty, mentors, or representatives **shall not be held liable or responsible** for:
  - Any issues, disputes, grievances, or losses arising after my joining a company,
  - Any changes in job role, location, compensation, working conditions, or employment status made by the employer,
  - Any consequences resulting from my own conduct, misrepresentation, or non-compliance with policy guidelines.
4. I agree to follow all instructions regarding attendance, dress code, interview etiquette, document submission, and conduct as defined in the Placement Policy.
5. I understand that **any violation, misconduct, absenteeism, or breach of rules** may lead to disciplinary action including suspension or permanent debarment from the placement process.
6. I confirm that all personal, academic, and professional details shared by me with the Placement Cell or any company are true and correct to the best of my knowledge. Any false information may result in cancellation of my candidature.



7. I fully accept that all decisions taken by the CDC/Institute in matters related to placement shall be **final and binding**.

By signing below, I affirm that I have read the entire Placement Policy document, understood its contents, and agree to comply with the rules without any objection.

## **SIGNATURES**

### **STUDENT DETAILS**

**Name of the Student:**

**Division:**

**Year:**

**Roll No:**

**Signature of the Student:**

**I also understand and accept all terms stipulated above and shall not get into any conflict with the college regarding any of the above terms. I agree to abide by my declaration without deviation.**

**Name of the Parent/Guardian:**

**Signature of the Parent/Guardian:**

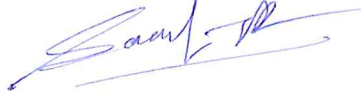





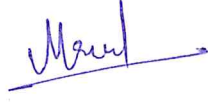

**Phone No:**

**Name of Mentor:**

**Signature of Mentor:**



Reviewed and approved by the FY MMS Batch 2025-2027 Placement Committee members.

- 1) Saachi Raut - 9029715315  
MMS - 25-27 Batch - 110/B 
- 2) Sanchika Sapkal - 8591579448  
MMS - ~~168~~ 25-27 Batch 168/c 
- 3) Rohini Borkar - 8329390199  
MMS - 25-27 Batch 03/A 
- 4) Manishka Raval - 8866047951  
MMS - 25-27 Batch - 46/A 
- 5) Chirag Bawaskar  
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- 6) Gaurav G. Dongre  
MMS B 25-27 9372704624 
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MMS C 25-27 8928837122 
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