



# **FINAL PLACEMENT GUIDELINES**

## **PGDM BATCH 2019-21**

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## **PLACEMENT GUIDELINES**

National Insurance Academy's PGDM program attempts to nurture talent to meet the needs of growing insurance sector. The Academy imparts insurance knowledge and develops managerial and soft skills essential to develop leadership capabilities. It constantly engages with the industry which has been appreciative of NIA's initiatives and activities. The Academy aims at becoming a Centre of Excellence in research, education and training in Insurance and allied areas.

Considering the pandemic situation, the placement process can be performed online/offline by the recruiters depending upon the guidelines from the government authorities and preferences of the recruiters and the prevailing situation.

### **1. OBJECTIVES**

- a. For the recruiters, the Academy provides opportunity to recruit young talent as per their requirements. It tries to assure good quality talent to meet the current requirements of the industry.
- b. For the students, it is a platform where they can exhibit their skills, knowledge, and aptitude for a successful career within the insurance industry and allied services. It tries to assure reasonable placements for the students as per their preferences.

### **2. PLACEMENT SETUP**

#### **2.1 Placement Office**

The entire placement activity is coordinated by the Placement Office, which is the main interface between the corporate world and the Academy. The Placement Office is headed by the Placement Chairperson (Chair Professor nominated by the Director) who is assisted by the Placement Officer and one additional staff member for coordinating various activities. All placement related activities of NIA are coordinated by the Placement Office. Placement Office will discharge its responsibilities under the guidance and supervision of Faculty Placement Committee and with the assistance of Student Placement Committee.

#### **Functions of Placement Office**

Role of the placement office is to provide placement assistance to graduating students. It brings together the students and the potential employers and facilitates their interactions

1. Maintenance of a student database for placement purpose that captures the educational details and career graph of both current students and alumni, Summer Project Company, Title of the topic etc.
2. Preparation of the Placement Activity Calendar in which dates are set out for the entire Final Placement of 2<sup>nd</sup> year students as well as for the Summer Internship Programme for 1<sup>st</sup> year students.
3. Preparation of the plan of action for the proposed activities and of budgetary provisions required. Necessary approval from the competent authority has to be obtained for these proposals. Competent Authority's approval is also required for each specific event/transaction within the overall limits of budgetary provisions.
4. Placement activities require interaction with a distinct category of executives, private transport may be necessary. However, it is needless to mention that this should be used prudently and optimally.

5. Mapping student aspirations for functional areas, recruiters, locations, packages etc
6. Conduct of pre-placement activities like career guidance and counselling, alumni visits, resume writing, mock interviews, communication skill workshops, group discussions etc.
7. Inviting recruiters, negotiating packages and profiles
8. Publishing the placement brochures for Final Placement and Summer Internship.

## **2.2 Requisite support from the Academy- PGP/ Exam Department**

The following support is required from the - PGP/ Exam Department.

- 1) Student data (educational background and work experience, elective choices, academic performance and attendance details) for evaluating the student's eligibility.
- 2) Details of various guest lectures, workshops, seminars and events arranged and the students' participation in the same
- 3) The Academic and Co- Curricular Events Calendar for the course duration so as to map the Placement Activity Calendar at the start of each academic year.
- 4) Timely declaration of examination results is required.

## **3. PLACEMENT COMMITTEES**

There are two committees: -

- 1) Faculty Placement Committee
- 2) Students Placement Committee.

### **3.1 Faculty Placement Committee (FPC)**

#### **Constitution:**

The Faculty Placement Committee comprises of

- i. Chair Professor (General Insurance)
- ii. Chair professor (Life Insurance)
- iii. Principal/PGP Coordinator
- iv. Placement Officer

One of the Chair Professors will be nominated as Chairperson by the Director.

#### **Functions:**

Faculty Placement Committee is primarily the policy making body on placement activities of the Academy. It supervises drafting and reviewing the placement guidelines. It also considers the annual plans and reviews the annual report of placement activities prepared by the Placement Office. Placement related Grievance Redressal is one of the primary responsibilities of this committee. Faculty Placement committee will also examine the cases of placement related misconduct of the students.

### **3.2 Student Placement Committee:**

A committee of students assisting the placement office in executing the placement activities.

#### **Constitution:**

Membership of the committee consists of -

- i. Elected Student members
- ii. Nominated Student members

iii. Placement Officer is the secretary/convener/co-ordinator of the committee. Student members will be from both the years/batches. The number of the student members will approximately be 10% of the batch size. And these members are elected by the students. The election will be conducted at the beginning of the Academic Year, simultaneously with the election of members of other student committees. To ensure that a member gives adequate time to the placement activities normally a student is not allowed to be member of more than two student committees. As a matter of good governance, after the completion of the first year an opportunity is given to the students to replace not more than 1/3 of the members. This process helps in replacing members found to be ineffective (if any). This will be done by a process of re-election in which 2/3 of existing members and 1/3 either from the existing members or other students are re-elected/elected. Apart from the elected student members, not more than two members can be nominated by the Principal/ PGP Co-ordinator with the approval of Chairperson of Faculty Placement Committee. Nomination is not mandatory. Nominated members will hold the membership at the pleasure of Principal / PGP Co-ordinator.

### **Role of Student Placement Committee**

Acts as a bridge between the students, Faculty Placement Committee, and Placement Office. To assist the Placement Office in maintaining student database, preparation of the Placement Activity Calendar and budget, Conduct of pre-placement activities, mapping student aspirations for functional areas, recruiters, locations, packages etc. Inviting recruiters and pitching for the same, bringing out Placement Brochures etc.

For this purpose, the Student placement committee interacts with the recruiting organizations, visit the organizations and executives, arranges pre-placement talks, and arranges interviews carries out other co-ordination activities including compiling data for bringing out the placement brochures. (Summer Placements Brochure and Final Placement Brochure) Student Placement Committee keeps in constant touch with the Industry and Alumni. It also co-ordinates the arrangements of mock interviews, screening and counseling associated with the placement. Student Placement committee prepares and circulates a placement brochure with profiles (validated by PGP Office) of students. It is the responsibility of the placement committee to see that the above activities are carried out in fair and equitable manner and in the best interest of all the stakeholders.

Students have right to make a complaint on placement related grievances to the Placement Officer. Placement Officer should place all such grievances before the Faculty Placement Committee and take steps to resolve the grievances. FPC also examines the cases of placement related misconduct of the students

## **4. PRE-PLACEMENT OFFERS (PPOs)**

Pre-placement offers shall be received before the commencement of the placement process for the year. The placement process be deemed to have commenced immediately after the PPO dates are closed. Any offer received after the commencement process will not be considered for acceptance.

Pre-placement offers received by the Academy will be communicated to the student. If the pre placement offer is received by the student directly, the same should be communicated to the placement committee immediately.

Academy's approval for pre-placement offer is mandatory and such approval apart from other factors will also depend on the appropriateness of the job profile and reasonableness of the compensation offered by the recruiters in such pre-placement offers.

On receipt of communication from the placement committee regarding pre-placement offer, student should either accept / reject the offer in writing within a period of 5 days. If no communication is received from the students within 5 days, he/she would be deemed to have rejected the offer.

Student accepting pre-placement offers will stand withdrawn from the placement process. In addition, if he/she is part of the placement committee, such student ceases to be the member of such committee with immediate effect.

Normally the PPOs with compensation less than the expected compensation will not be considered by the Academy. The expected compensation is higher of the two.

- a. Average compensation received in the immediately preceding NIA campus placement process
- b. The compensation offered by the concerned recruiter in the immediately preceding NIA campus placement process
- c. In a situation where the compensation offered does not fulfil any one of the mentioned criteria (a.& b.) and student is willing to accept the compensation offered and job profile, then the decision regarding such PPO offer is reserved by the Academy.

Academy recognizes the Stake holders' (Students, Recruiters and NIA) right to make suggestions to improve the placement process.

Right to amend the policy in the best interest of all the stakeholders preferably that of students is reserved by the Academy.

## **5. PRIVILEGE DAY**

The recruiters who are offering the highest compensation benchmarked by the Academy will be given preference to conduct their entire selection process, on Privilege day, before the starting of pre-placement talks by other recruiters.

The compensation will be decided by the Academy based on the current market trends of the insurance industry.

All the students who are eligible to be a part of the placement process, can participate in the selection process on Privilege Day. There shall be no capping on opportunities.

Once a student is selected by a recruiter, he/she is out of the placement process. If more than one selection offer is received, it is mandatory for the student to accept the selection offer received first in point of time. In case of simultaneous offers at same point, it is student's choice to choose.

## **6. ANNUAL PLACEMENT PROCESS**

### **6.1 Prior to Zero Day**

Placement assistance is an integral part of NIA's core activities. It is an ongoing process and permeates all other activities of NIA. As a part of the entire career development culminating in successful placement, several activities must start right in the first year, so as to allow the students enough time to assimilate. The students must be given adequate career guidance through a series of guest lectures and alumni visits on different topics. This would help them gain a perspective on how they want to develop their career goals. The first-year batch would greatly benefit from an interaction with the senior batches on their summer internship experiences. The senior batch must be given one-on-one career and skills counselling so as to understand their own strengths and weaknesses better. The students must also be given workshops on Communication Skills, including Resume Writing, Mock Interviews and regular Group Discussions. Apart from the preparation mentioned herein above there are specific actions to be taken as a preparation for Zero day.

#### **6.1.1 Plan and organize screening of students**

As part of the placement process the recruiters normally undertake a screening exercise (GD/Aptitude/Technical Test online/offline, CV based short-listing, psychometric test, extempore etc.). All students may not participate in the screening exercise as they may have preferences or may not be interested in certain companies. Initially the recruiters are provided with the CV of all the interested students. All such screening exercises should be completed before the Zero Day. Recruiters are expected to submit three days before "Zero Day", the list of candidates shortlisted by them for final interview to the Placement Officer.

Normally the official of the recruiter short lists the candidates based on tests and or group discussions. Sometimes the short listing is done based on the student details sent to them by the Academy. These lists are communicated to the placement committee. Sometimes the recruiters may request the placement committee to short list the students. In such cases the placement committee will short list the students based on the students' data available with the Placement Office in a manner most appropriate and fair to the relevant case.

#### **6.1.2 Capping on screening of students**

For avoiding possible cornering of placement opportunities by a few students, it is proposed to have a cap on number of opportunities to be given to each student for the purpose of short listing. For this purpose, once he/she is shortlisted by four (4) (inclusive of both GD based and profile based) recruiters, he / she will not be permitted to further participate in any short-listing exercises.

Students accepting PPI (Pre-Placement Interview) from company, on or before the PPT (Pre Placement Talk), will include in the capping of 4 recruiters. There shall be no capping system for Privilege Day.

#### **6.1.3 Prepare list of students eligible for placement**

Student Placement committee should finalize the list of students participating in placement process for being circulated amongst the students and recruiters.

Placement office will presume all students to be eligible for participation in the placement process unless otherwise placement committee is communicated to exclude any student.

Students are required to appear for the Placement Qualifying Test, which is an Obligatory step in the Final Placement process. Students whose conduct is not vetted by the Principal / PGP Coordinator/ Class Coordinator will not be allowed to participate in the placement process.

Students who wish not to participate in the process should communicate the same to the Student placement committee. They stand excluded from the placement process.

Students who have accepted pre-placement offers stand excluded from the placement process.

**Only those students whose conduct and attendance is satisfactory and a CGPA above a minimum required level would be allowed to participate in placements.**

#### **6.1.4 Prepare list of Students Eligible for Placement with foreign recruiters**

Students are also recruited by overseas recruiter by interviewing the students either in person or through video conference. Such recruitments are limited in number. NIA may permit such recruiters to conduct interview before the Day Zero. Shortlisting of students for such specific purpose will be driven by the requirements of the foreign recruiters.

#### **6.1.5 Obtain the job profile and package from recruiters in writing**

It is mandatory for all recruiters to furnish in writing the job profile and the compensation well in advance preferably at the time of pre-placement talks. This will help in the categorization /evaluation of the recruiters for Zero day scheduling. In case of non-receipt of these details in writing, 3 days prior to Zero day from any recruiter, it will not be possible to include them in the evaluation, but they may be permitted to participate in Zero day (but not as a preferred recruiter) provided they furnish the details before the Zero day. Those recruiters who do not provide these details before the Zero day will not be permitted to participate on Zero day, but they may be considered for participation on a later date.

Similarly, the recruiters whose offer is not as per the expectations of the Academy will not be considered for Zero day participation. However, they may be permitted on a subsequent date. Any recruiter who participated in pre-placement talks, but not eligible for participation on Zero day has to be communicated about the same.

#### **6.1.6 Categorization of recruiters for placement**

Recruiters are normally categorised in to the following categories:

- Foreign Recruiters
- General Insurance Companies
- Life Insurance Companies
- Health Insurance Companies
- Reinsurance Companies
- IT companies
- Brokers
- Others

Further categorisation /differentiation of these recruiters may be done on the following criteria

- ✓ Compensation Offered (For the purpose of comparison, compensation package involving variable component will be modified by taking only 50% of the variable component.) (50% weightage)
- ✓ Job Profile (10% Weightage)
- ✓ International exposure/presence (Weightage 20%)



- ✓ Number of Students recruited from NIA in the past five years. (20% Weightage)

For this categorisation/evaluation, Students will be asked to rate the recruiters on the first three of above criteria.

The evaluation conditions for last criterion will be as follows:

- 5 Marks for recruitment of 1 student per year.
- 10 Marks for recruiting 2-3 students per year.
- 15 Marks for recruiting 4-5 students per year.
- 20 Marks for recruiting more than 5 students per year

For evaluation purpose recruitment done in the last five years will be considered. In case a particular recruiter's participation is less than five years, actual number of years of participation will form the basis. Similarly, if any recruiter has participated intermittently during the said five years, only the years of actual participation will form the basis.

### **6.1.7 Share the short listing with students and collect their preferences**

Student Placement Committee will share these lists with all the students. All students short listed by the recruiters will be informed about the short-listing and they will be asked to provide their preferences in two categories viz. HIGHER and LOWER, further arranged, in order of priority, in each category. Number of preferences in higher category will be restricted to two and in the lower category it will be restricted to two. No change in preferences will be permitted under any circumstances. These preferences should be submitted to the Designated (for this purpose of scheduling) Official, three days prior to "Day Zero".

Preferences will be compiled, and a statistical summary of the preferences will be circulated amongst the students.

### **6.1.8 Plan for organizing zero day activities**

Placement committee should carefully plan and organize the visit (Online/Offline) of recruiters for Zero Day activities. They should also co-ordinate the arrangement of infrastructure for Zero Day activities.

The committee should also prepare and keep ready the CV/Bio data of all the students to be placed before the interview committees for offline process. The committee should make available all the CV/Biodata to the recruiters for the online process.

It has been observed in the past that some IT recruiters divide the final selection process in two stages (Technical/ HR). This two-stage final selection process is disturbing the Zero Day activities. Hence, such recruiters who would like to interview in stages may be permitted to conduct technical interview on the previous day so that only HR interview is done on zero day.

Designated Officials will prepare the interview schedule, and the schedule will be circulated amongst the students. By and large the schedule will be followed, with some modifications as warranted by the proceedings of the Zero Day.

Scheduling depends upon number of recruiters, number of shortlisted students of each recruiter. It is proposed to put a limit on the number of interviews of each student, the recruiters are requested to create and maintain certain buffer in short listing of the candidates.

Following are some general guidelines (Not exhaustive) for interview scheduling.

- As far as practicable a student will normally be interviewed first for his higher preferences and subsequently for his lower preferences.
- Student who has been shortlisted by higher number of recruiters will also get preference in the ordering of interviews.
- The scheduling of the interview need not be in the order of shortlisting done by the recruiters.

#### **6.1.9 Guidelines for Video Conference / Telephonic Interview on Zero Day**

- On Day Zero, the interviews can be scheduled through Video Conference / Telephonic / any other Internet mode like Microsoft Teams, Skype or Google hangout. The academy prefers the arrangement of interviews on Microsoft Teams for easy access of students.
- Scheduling of such Interviews will depend upon student's preferences.
- Recruiters are requested to send their preferences to NIA at least three day prior to Day Zero.
- Students will take utmost care about gadgets required for such Interviews. The students and the recruiters are responsible for the network connectivity on their respective ends. The academy shall not be responsible for the network related issues under any circumstances.
- After the Interviews recruiters are expected to send the selection confirmation immediately by text message to the designated officer and also by email to the specified placement email ID. They can send the Letter of intent 1 day after Day Zero to NIA.
- The guidelines mentioned above are also applicable for Summer Internship Placement process through Video Conference / Telephonic / any other Internet mode like Skype or Google hangout.

#### **6.2 Pre-Placement Interviews (PPIs) for Internship Students (Day Minus One)**

Pre-Placement Interview requests shall be received before the commencement of the placement process for the year.

On receipt of communication from the placement committee regarding pre-placement interview, student should either accept/ reject the offer in writing within a period of 5 days. The acceptance of PPI will include in the capping.

The students accepting PPI, will undergo the interview process on the Day Minus One.

The recruiters, who don't have the policy of offering PPO/PPI, on the Day Minus One, have the opportunity to interview the students who have earlier interned at their organization, based on the company's discretion on Pre-Placement Talk (PPT) Day. Such acceptance of offer will include in the capping.

#### **6.3 Zero Day**

NIA decides a benchmark compensation package for each placement exercise. Only the recruiters who comply with this benchmark are allowed to participate on zero day(Except what is stated above for technical interviews of IT companies and preferential treatment as mentioned in Section 5).

When following the “Zero Day” pattern, no recruiter would be allowed to interview the students before Zero Day.

On Day Zero, the final interviews of candidates will be organized for all eligible recruiters. Practical considerations may not permit any particular ordering of these candidates for interview. Multiple interview panels of the same recruiter may be permitted, wherever the number of short-listed candidates is large.

On Zero day recruiters are permitted to communicate their offer of selection in any of the following manner:

- After each candidate is interviewed
- After interviewing every specified number of candidates as decided by the recruiter.

To facilitate the smooth conduct of interviews, recruiters immediately after interviewing each candidate may examine the possibility of communicating any of the following:

- Confirm the selection of the candidate.
- Confirm the rejection of the candidate
- Reserve the candidate for consideration at later point of time.

The recruiter should send an email on the designated email ID / text message to confirm the selection of the student. As soon as the offer is received on email / text message, the designated official(for this purpose) should contact the student immediately and communicate the offer and subject to what is stated in the next paragraph below, also ensure closure of placement process for the said student by appropriate communication to the student as well as to all the recruiters.

If selection offer is received by the Designated Official from only one recruiter, the process of placement gets closed for that student. However, where more than one selection offers (from same category of preferences) are received by the Designated Official before it is communicated to the concerned student, it is mandatory for the student to accept the selection offer received first in point of time. The student who is selected for his lower preference, will not attend any other lower preference interview, but will be allowed to attend his higher preference interviews. If selection offers are from different category of preferences student will be permitted to choose the higher category preference irrespective of the time of receipt of the selection by the designated official.

As a norm, it is proposed to close the placement process of each candidate on the basis of offer received first in point of time. (As it is possible that a student may receive two offers at a given point of time and also the possibility of restricted choice given to the students as mentioned in para under the title “Student’s Option to Choose”).

Therefore, it may be necessary for the recruiters to prepare a small list of wait listed/contingency list of candidates.

Immediate communication of the selection will enable the Academy to stop further interviews of the candidate with other recruiters. However, if a student is selected by more than one recruiter, as an exception it is proposed that a restricted option be given to the student as mentioned in 6.3.1.

Recruiters have to communicate (from a specified phone number/e-mail) their offer of selection (through SMS (email) to any one of the phone number of two Designated Officials of NIA or email address pre-determined in this regard. Other written communication may also be entertained.

All such communications of the recruiters will be compiled in a controlling office and also the acceptances by the students will be received and compiled in the same office. The results of this compilation will be disclosed within one hour of closure of the interviews. Recruiters are expected to give the letter of intent and the student's acceptance will be by way of signature on such letter of intent.

### **6.3.1 Student's option to choose**

In cases of multiple offers received for a student at same point of time, the student should be given an offer to choose.

Similarly, choice be given to the students in cases of offers received after a pre-decided time, as they may be taken as simultaneous communications.

To be fair and just to the student, limited option of choice may be given to the students in exceptional cases where the Academy considers/deems it fit. Based on the recommendations of the Placement Committee, Director can consider permitting such option.

## **6.4 Post Zero Day**

### **6.4.1 Procuring offer letters:**

The recruiter is required to send formal offer letter to the Placement Officer within two weeks of the interview date. The letters if addressed to the student will be passed on to the student otherwise a formal communication about the same will be sent to the student within one week from the date of receipt from the recruiter.

We look forward to continuance of the legacy of honouring commitments this year too.

Recruiter should permit the student to join the organization only after production of provisional passing certificate from the Academy.

Sometimes recruiters require the students to attend induction training with students recruited from other institutes. Student can be permitted to attend such training provided it is of a short period (not exceeding one week) and does not interfere with the academic requirement of our course.

Feedback from the students as well as recruiters is required to be collected and reviewed. Summary of the feedback needs to be placed before the placement committee. Feedback received orally may be recorded by the recipient and such record will be part of the review summary prepared by the Placement Office.

Placement Office should also follow up each placement till the student joins the organization. Any conduct of the recruiter inconsistent with the policies and practices described in the above guidelines and/or adversely affecting the interest of the students, (like inordinate delay in allowing joining, placing in a profile different from the one promised, unwarranted discriminatory treatment of our students vis-a-vis students of other institutes, revoking of job offers) will be brought to the notice of the Faculty Placement Committee for necessary action. Such conduct should be brought to the notice of Placement Officer, who in turn will place them before the Faculty Placement Committee for its consideration.

Faculty Placement committee having satisfied itself about the recruiter's conduct violating the spirit of these guidelines may make recommendations to the Director NIA either to,

- a) Avoid inviting the concerned recruiter in future placement processes for a specific period
- or
- b) Avoid inviting such recruiters to all other academic initiatives of NIA like seminars, summits etc. for a specified period
- or
- c) Avoid inviting for placement process as well as other academic activities for a specified period.

Director's decision in this regard including reconsideration/ review of the decision will be binding on all stakeholders.

Academy recognizes the Stake holders' (Students, Recruiters, and NIA) right to make suggestions to improve the placement process.

Right to amend the policy in the best interest of all the stakeholders preferably that of students is reserved by the Academy.

**Director, in the interest of students, may authorize warranted deviations from final and summer placement guidelines on the recommendations of Faculty Placement Committee.**

## **7. STUDENT RESPONSIBILITIES**

- 1) Student should familiarize himself / herself with the placement policy and placement guidelines and ensure full adherence to the policy and guidelines.
- 2) Student must co-operate with the members / volunteers of NIA and the student placement committee involved in organizing the placement in smooth conduct of screening and other related activities.
- 3) Students, who do not wish to participate in the placement process should communicate the same to the placement committee. They stand excluded from the placement process.
- 4) All students are deemed to be signatories to these guidelines and any failure in compliance with these guidelines will constitute misconduct. Any behaviour/ conduct of a student inconsistent with the placement guidelines / policy warrants disciplinary action against the concerned student.
- 5) As soon as on the receipt of communication on short listing from the placement committee, student should immediately respond by communicating his/her preferences. No change in preferences will be permitted under any circumstances. Therefore, student should carefully exercise discretion in choosing the preferences. Delayed communication will be regarded as no communication. Placement committee will decide the preferences of such student/s.
- 6) Student appearing for the screening should be present at the venue at least 15 minutes before the appointed time.
- 7) Student must always carry extra copies of his CV and Photo ID along with a soft copy readily available to be shared with the placement committee. Student must strictly adhere to the dress code and the general disciplinary guidelines of NIA.
- 8) At the time of interview student should not negotiate with potential employer about the package unless the recruiter has earlier declared it to be negotiable.
- 9) Students are prohibited from approaching the visiting executives, Alumni, either formally or informally or in any way communicate with them regarding the placement and related matters.

- 10) Absence from Placement Guest Lectures (without withdrawal from participation) and absence during mock interview will be construed as misconduct warranting exclusion from Placement process.
- 11) Unjustified absence from participation in other guest lectures, summits and seminars will also be construed as misconduct, if so reported by the PGDM Co-ordinator.
- 12) It is mandatory for the student to accept the selection offer received first in point of time in the category chosen by her/him.
- 13) Once the offer is made and accepted, it is mandatory on the part of the students to join the organisation.
- 14) Date of Joining will not be before 30th of April or such other date as may declared by the Academy during each placement process
- 15) Students can always make suggestions for revision and upgradation of these guidelines. The Student Placement committee will examine the suggestions and recommend them for faculty placement committee for adoption.
- 16) The member of the student placement committee who accepts a Pre-Placement Offer will cease to be the member with immediate effect.
- 17) Student with outstanding fees is barred from taking part in the placement process.
- 18) NIA reserves the right to cancel the campus placement of the student at any point of time in case of shortage of attendance and other disciplinary issues.
- 19) A student on sabbatical has to declare this fact, if he wishes to be a part of NIA placement process. This fact will be disclosed to all the recruiters. Concealment of the fact of being on sabbatical will automatically disqualify the student for the placement process and the placement of the student will be null and void.
- 20) Students who have not qualified in the Placement Qualifying Examination, are not allowed to participate in the placement process.

## **8. PLACEMENT CONTACT DETAILS**

### **PLACEMENT CHAIRPERSON:**

Mr. Segar Sampathkumar

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### **PLACEMENT OFFICER:**

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### **CONTACT INFORMATION OF STUDENT MEMBERS**

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Surabhi	9772828507
Tanmay Tanawade	7030352050

**Director, in the interest of students, may authorize warranted deviations from final and summer placement guidelines on the recommendations of Faculty Placement Committee.**