



## Training and Placement Policy

The Training and Placement Cell of the KCES's Institute of Management wants to be a link between the Job Seekers and Job Providers by building up their capacity and networking with the industries. Furthermore, the Institute wants to become preferred choice of employers with reference to campus placements

### **Training and Placement Policy Guidelines for Students**

- At the beginning of the academic calendar, students shall be counseled to chalk out their career plan- whether to pursue higher education, start a new business, and continue their family business or to seek an employment.
- Students who show interest in placement activities need to fill the placement form before the given deadline.
- On the basis of collected data of forms, placement officer then proceeds with preparing batch wise placement brochure.
- The students who wish to apply to a particular company/organization shall submit their willingness to the Training and Placement Office before the specified deadline. No late entries shall be entertained under any circumstances. It shall be obligatory on the part of these students to attend the interviews.
- The Training and Placement Office shall provide opportunities to all its registered students to secure one job at the first instance, and pursue a policy of one student one job. However, after securing one job, a student may be allowed to appear for only one more interview of his / her dream company if it visits the campus at a later date.
- After all the students of the institute have secured at least one job, all of them shall be allowed to apply for all subsequent jobs (subject to securing a maximum of two jobs).
- If a student is offered a second job, he/she must give a letter of regret to the company, which offered the first job and a letter of acceptance to the second.
- After accepting a job offer, if any student decides to withdraw his/her acceptance any time during the year, he/she must inform the company concerned through the Training and Placement Office immediately.
- The students selected through campus interview shall complete all the necessary formalities (e.g. medical test) asked by the employer and shall join the organization within stipulated time frame. He/ she shall keep the T & P Cell updated regarding his/ her progress in the Company.



Khandesh College Education Society's

# INSTITUTE OF MANAGEMENT & RESEARCH

**AFFILIATED TO NORTH MAHARASHTRA UNIVERSITY  
RECOGNIZED BY ALL INDIA COUNCIL FOR  
TECHNICAL EDUCATION (AICTE) MIN. OF HRD, NEW DELHI**

- T & P Cell, in turn, shall obtain regular feedback from the employer regarding the performance of selected students. As a matter of policy, the selected students shall work at least for the duration of one year in that Organization.
- The placement cell may make minor changes in the procedures annually in consultation with the Director.

## **Training and Placement Policy guidelines for Participating organization: -**

- The Training and Placement Cell shall invite prospective organizations/industries in the months of October to March of every Academic Calendar, along with all relevant information to participate in the campus recruitment at the institute. The organizations, in turn, can also contact the T&P Officer for their requirement.
- The details of the respective final year students opting for placement shall be sent to the company/organization concerned, as per their requirement, along with a tentative, mutually convenient date for the campus interviews.
- The company/organization shall then confirm the date or discuss a mutually convenient date, with the Coordinator-Training and Placement. The organizations shall have an option to go for the pool campus recruitment.
- After confirmation by the organizations, a pre-placement talk (PPT), shall be arranged on the date. The company shall conduct tests and/or group discussions to short list the interested students. If required, telephonic interviews or interviews through video conferencing can be arranged.
- The organization shall then interview the short-listed students for final selection and announce the results as soon as possible (preferably on the same day), once the selection process is over. Companies announcing results immediately after interviews shall be preferred by the institute and the students for early campus interview dates during the next academic year.
- The organization that is unable to finalize the results on the same day and wish to have one more round of interviews at their office may do so within a week's time.

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