



Building Leaders & Entrepreneurs

iFEEL Placement Policy

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From the desk of Director

Dear Student,

I am pleased to welcome the tenth batch of the two-year full-time residential Post Graduate Diploma in Management (PGDM) program, 2019-2021.

I would also like to welcome back the students from the PGDM batch of 2018-2020 from their summer internships.

iFEEL's PGDM program has been developed with an intention of preparing industry-ready professionals, who will be the future material for senior management positions. The program aims to train and transform the students in to managers, who can lead organizations in challenging times, where the boundaries between the public, private and non-profit sectors are changing. Over the successful completion of the decade, iFEEL's PGDM has emerged as a leading program in management that enables students meeting the expectations of the industry & the corporates. It is our continuing endeavor to keep our students abreast of the challenges and opportunities in the world of trade, business, and governance.

In this program, iFEEL students are equipped with knowledge on General Management vis-à-vis on four key specializations viz.- marketing, finance, operations, and human resource, and are trained to navigate effectively in challenging situations. Based on our research, feedback, vis-à-vis participation of industry head honchos and decision makers in our academic council, we have been fine-tuning our PGDM program in terms of its pedagogy and structure, with a view to provide contemporary business practices, and insights. The cross-cultural learning in the classroom is not only impressive but also long lasting as the program covers real-time Case studies, PAW (problem at work), SBR (students' board room), and GCL (global citizen leader) that espouses an ancient Indian culture of '*Vasudhaiva Kutumbakam*' (world as one village); which helps building cross-cultural compatibility amongst our students.

I am confident that this batch of our young professionals will be the future torchbearers of your esteemed organization vis-à-vis that of our nation of India, hence I enthusiastically recommend them with gratitude, for your kind consideration.

Dr. Sanjay Salunkhe

Group Director,

Institute for Future Education Entrepreneurship & Leadership (iFEEL)

1 Preamble

Students' Employability & Placements are key focus area at iFEEL. Extensive coverage of global trade, domestic trade, and best practices of industry, not only makes our students industry ready, but also ensures that students are well equipped to handle competitive pressures of domestic and global businesses. Placement is an independent activity managed by the Placements Cell & the students at iFEEL through their nominated committee members, under the overall guidance of an experienced Placement Head.

Moreover, the academic calendar of iFEEL has been incorporated with number of activities that have been designed to promote qualitative industry interaction. Relationship building with Corporates through rich knowledge exchange by way of GCL, PAW, etc; helps building trust in iFEEL's capabilities to nurture talent and impart necessary skills in its post graduate students.

I am proud to share with you that iFEEL has a legacy of successfully achieving 100% placements record, despite being a young institute amongst its counterparts, as it enables the students building a strong corporate relationship and skill building. Since we conduct a pre-placement "mock interview" session at the campus, wherein, students are interviewed by the industry experts; our students become more confident and interview-friendly, by honing their soft and hard skills.

In its pursuit of excellence since inception, iFEEL has been constantly revising protocols, processes and policies to ensure that all the stakeholders get maximum benefit and value addition from the institute. Placement is an important function in this journey towards excellence, as the Final placements for the batch of 2021-23 will commence from September, 2022 and will run through April 30, 2023. The dates could be revised in due course of time to adjust to the needs of the market.

A student wanting the support of the Placement cell has to sign the policy document and submit the acceptance to the Placement Policy within the stipulated given time.

1.1 Eligibility

Eligibility to participate in the final placement process as well as summer internship process will be determined by the following Factors:

1. Admission Fees Payable as on Date and Other dues are cleared in full
2. Resumes not deviating from the standard format
3. Minimum of 75% Attendance is a mandatory for the Grooming and Mentoring Sessions arranged by the institute.

1.2 Pre-Placement Process

i. Timeliness

The Placement Cell @ iFEEL fixes the time for the pre-placement talks and other interactive events relating to placements, keeping in mind the Institute's academic calendar and convenience of the participating companies. Timings are communicated to all concerned students well in advance. Students failing to be on time for any such interactions shall be disallowed from further process with that company.

ii. Attendance at company Pre-Placement Talk (PPT)

Pre-Placement Talks are meant to be an interactive session between the company and the students. Hence, all **students shown interested in a company and future employment opportunities therein should be present** for the company's PPT.

1. Schedule for Company PPT: Students should be ready to attend at short notice.
2. Interested students **MUST** register for the PPT themselves, in person. No proxy registration shall be allowed.
3. Thereafter, applications shall be considered only from amongst those students who have attended the company PPT. Students who have not attended the company PPT will not be eligible to apply to the company.
4. All students who have registered for the PPT, must attend the PPT. Failure to do so shall result in disqualification of the students for the process of that Company.

5. Students prior to attending the PPT should go through the website and read about the Company details.

iii. Application to company

Having attended the company PPT, students interested in applying to the company must do so within the stipulated application period. Late applications shall not be accepted by the Placement Cell. Only those students who have applied to the company through the Placement Cell would be eligible for the company's selection process.

iv. Application to multiple companies

Student can apply to any number of companies through the Placement Cell, but will be allowed only to sit for a maximum of 5 final Interviews through Campus. Post 5 Interviews, the call lies with the Institute's discretion whether to permit the student to sit for further Interviews. The Institute reserves the right to consider such a student ineligible for Placements post 5 final interviews.

Once the student has received a job offer from Campus he cannot apply to any further companies on Campus. [Second attempt may be allowed incase all the students in a particular specialization have been placed]

v. Right to Refusal

Student has a right to refuse application to a maximum of 5 companies. The companies considered here would have come with an offer in their respective specialization and offered a minimum of 4 LPA as cost to Company. After 5 refusals the students have no choice as far as application to companies is concerned.

vi. International Offers and/or Compensation Exceeding 10 Lacs Per Annum

Eligible students would be given an opportunity to apply to companies that offer a compensation of more than 10 LPA and companies that offer international placements, even if the student has been placed through the campus earlier and secured an offer in India under 10 LPA.

1.3 Selection Process

i.Responding to a Job Offer

The first offer made by a company to the student for executive placements shall be accepted by the student immediately. The offer can be through an official letter or official email communiqué. The acceptance shall not be altered at a future date. A student who does not accept the employment offer made by a company or who had initially accepted a job offer later refuses the same stands to be disqualified for further campus placement processes. The Institute views such behavior extremely seriously as it adversely affects the candidature of other needy students.

Students are not permitted to negotiate any terms and conditions with the company representatives, including change of Job Role and location post their selection with a particular company. Students found to be in violation of these things may be debarred from the placement process.

ii.Salary negotiation

Under no circumstances the student is allowed to negotiate salary or any other service condition with the company, in cases where the company has announced the pay package that would be offered to students (Prior to the selection process). Any concern / expectations of a student should be communicated, prior to the process, to the Placement Cell representative **only** and Placement Cell will act as it deems fit.

iii.Missed Interviews

A student missing scheduled interviews and/or group discussions or any part of a company's selection process, stands to miss out on the further process with that company. The student shall be asked to write a letter of apology to the company and could be barred from the campus placement process.

1.4 Post- Placement Process

i. Employment Formalities

Selected students shall go through all employment formalities, as outlined by the company. This could include medical tests, visits to the company and other prescribed formalities. The Company makes the offer to the student subject to the student completing the course successfully and receiving the Graduation Certificate.

ii. Offer Letters

Students shall coordinate with the Placement Cell for their offer letters sent by the companies. It is common for companies to send the offer letters to the Institute, several months after placements. Students must be patient and be in touch with the Placement Cell for the same. Any discrepancy in the offer letter vis-à-vis what was communicated earlier, the student should directly communicate with the company keeping Placement Cell in the loop:

1. Students will be given offer letters received from respective organizations, on selection. The copy of the same will be kept in the placement office for records.
2. The offer letters will be kept in the custody of the Placement head
3. Students, who may receive the offer letters directly from the recruiter, need to essentially submit a copy of the same at the Placement Office.
4. In addition, students getting placements on their own are also required to give a copy of their offer letters to the Placement Cell for records. This is a pre-requisite for getting the “no-dues” clearance from Placement office.
5. In the event of a student getting an offer and deciding not to join that particular organization, for whatsoever reason, has to first communicate it and take prior approval from the Placement Coordinator before declining the offer.

1.5 Other Guidelines

i. Code of conduct

Students are expected to behave in a dignified and professional manner, in all their interactions with the company. This refers to the overall conduct **and includes attendance, dress code, body language and verbal as well as non-verbal communication.**

Students shall not coordinate directly with the company, unless specifically asked to do so. All queries shall be routed through the Placement Cell. Serious Action would be taken against students found using unsolicited language during the Campus Placement process.

ii. Dress code

Students need to be dressed in business formals at all times, for any interaction with the company during the placement process and any event / conferences / corporate visits etc. This includes: business suits for either gender or sarees / western formals for ladies. In the event of students being dressed/turned out inappropriately, Placement Cell reserves the right to pull the students out of the selection process.

iii. Opting Out from Campus Placement Process (OOPS)

Students, who do not wish to be part of the campus placement process, shall inform the Placement Cell, at the beginning of the Placement Season. This enables the Placement Cell to work in a more focused manner, towards placements only for the interested students. The student shall submit a computer typed letter; personally signed, mentioning the same to Placement Cell latest by 31st October 2022.

iv. Location Specific Constraints

The institute will not cater to location specific requests. A student has to be open and flexible to good opportunities. A student not applying to companies due to location constraint will be considered to have “Opted out of Placement Process”

- v. Once offered, a student is withdrawn from all other processes even if the other companies are paying higher packages.
- vi. A student will be straightaway debarred from the Placement process if he/she registers to attend a company’s interview and does not turn up on the day of the selection process.
- vii. The institute in rare situations and under its discretion may allow a student who has already been placed to apply to a company to secure a job with higher remuneration or with a better profile.
- viii. Students who have accepted Pre Placement offers are considered placed and put out of placement process.
- ix. Students who have opted out of Placement Process cannot be enrolled back into the Placement Process.
- x. The Director/Head-Placements reserves the right to bar any student from the placement process on disciplinary or moral grounds at any time without seeking any clarification.
- xi. For Premium roles, compensation and companies the eligibility criteria or short listing of candidates will be done solely at the discretion of the Director along with the placement core team.
- xii. No expenses pertaining to boarding/travelling/ lodging or any other expense related to attending a selection process at a location outside the campus would be borne by the Institute.
- xiii. All the above procedures are also applicable in the case of International Placements as well.

1.6 Deferred Placement Policy – *Entrepreneurial Ventures*

Lot of entrepreneurial ideas are nipped in bud and do not see the light of the day as large number of students don't pursue entrepreneurship due to fear of losing out on campus placements. To foster and nurture Entrepreneurial spirits in the institute, Institute for Future Education Entrepreneurship and Leadership is introducing a **Deferred Placement Policy (DPP)**.

DPP is a safety net that will encourage more students to forgo campus placements for that year to try their hand at entrepreneurship.

By enrolling oneself in DPP, a student or group of students are entitled to following restrictions and/or benefits:-

1. Once enrolled in DPP, he/she/they will be opted out of the placement process for that year for starting his/her/their Entrepreneurial Venture.
2. Students enrolled in DPP in any year (n) will be eligible to avail campus placements in the next year or a year next to that. (n+1) or (n+2)
3. Students have to enroll in DPP before the commencement of the placement process by submitting a formal written request to the Placement Cell of iFEEL. The request should also be annexed with a Business Plan for the Proposed Entrepreneurship Venture.
4. To keep availing the benefits of Deferred Placements, the students within six months have to submit to college the documentation proof of having started their startup. Failing to do so may result in discontinuation of the benefits of DPP to the student.
5. A detailed report every six months has to be submitted to the institute's e-cell on the progress / status of the startup. Failing to do so may result in discontinuation of the benefits of DPP to the student.
6. If the student wants to avail the option of taking the placement support in subsequent years (n+1 or n+2), then a formal application needs to be submitted to the Placement Cell of iFEEL at least three months prior to the commencement of the Placement Process for that year.
7. All such students will have to abide by the Placement rules and regulations prevailing at that time. Such students will have to be present on campus whenever required for any Placement related activity.
8. A student will have to opt for DPP by giving in writing his / her decision to be a part of DPP (Hand Written and Email) latest by 30th September 2019.

2. Feedback to Student and Faculty

The Institute has a well-established feedback mechanism for communication of your perception. It is taken at various stages of the academic sessions.

3. Mock Interviews

To prepare the students for the selection interview, the institute arranges mock interviews by the faculty and industry experts. They also give constructive feedback to students for improvement.

STUDENT'S DECLARATION

I, _____ S/O _____ Roll No. _____, batch 20 -20 (Passing-out Batch) student of PGDM _____ (Stream), studying at Institute for Future Education, Entrepreneurship & Leadership, Off. Karla Phata, Ekveera Devi Gramasthan Road, Village-Karla, Taluka-Maval, Pune, Maharashtra 412106; would like to receive placement assistance from my Institute (iFEEL).

I have been well informed of the placement policy norms, to be followed for entitlement of placement assistance from the Institute.

I hereby declare that I will adhere to the placement rules & guidelines, mentioned above, and agree that the Placement Policy has been duly notified/communicated to me well in advance, with regard to my placement.