ARMY INSTITUTE OF MANAGEMENTAND TECHNOLOGY
TRAINING AND PLACEMENT POLICY

INTRODUCTION:

The existing codified rules & regulations have been serving its purpose for the Summer Internship(s) and Final Placement Process of AIMT. The Career Services Cell welcomes all eligible students to take active part in the placement support extended by AIMT. The institute considers the Placement Process very crucial and extends all possible support to ensure that students are given the right opportunity to streamline their career interests. This is possible only with the assistance and full co-operation of all students, faculty and staff of AIMT. In order to maximize the sum of benefits to all the stakeholders, the Placement Policy for the students has evolved over the years. To ensure the interest of students and to realize a win-win situation for the institute and our partner organizations, all students are expected to understand the Placement Policy and follow it strictly and religiously. It may be noted that some policy changes may take place during the year in the best interest of the organization and its students.

OBJECTIVE AND VISION

At our institute, we maintain that industry interaction remains solely within the institution's purview. This means that the institute will continue to facilitate placement assistance for its final semester students, taking charge of activities such as engaging with corporate partners, ensuring institutional accreditation with companies, and more. In instances where the institute contacts a corporate entity, the company will be informed about all eligible programs whose final semester students seek placement opportunities, enabling other institutions to identify and send eligible candidates. It's important to emphasize that the ultimate responsibility for securing placements rests with the students themselves. Corporate Relationship Officer (CRO) and various faculty members play a supportive role by facilitating and guiding students through the placement process.

FINAL PLACEMENT PROCESS

CORPORATE RELATION CELL (CRC)

Corporate Relation Cell under the leadership of Head Career Services-CRO (Chief Relationship Officer) shall be responsible to facilitate the Summer Internship and the Final Placement of the eligible and interested students of the Institute.

The Director and the Dean of the institute are responsible for general planning, leadership and strategic management including overall direction and reputational issues of the institute. They shall be supporting CRC in Summer Internship & Final Placement and other day-to-day

functional activities of Career Services, which includes students' coordination, academic support and industry connects.

CRC STRUCTURE

Chief Relationship Officer (CRO)

- Highest position overseeing the entire Corporate Relationship Cell.

President (Student Coordinator)

- Reports directly to the CRO and is responsible for overall leadership. The president acts as a liaison between the Placement Cell and the students, ensuring effective communication and coordination. The president provides direction to the entire student committee of Corporate Relation, ensuring all members work cohesively towards common goals.

Vice President (Student Coordinator)

- The Vice President supports the President, assists in managing the cell's operations and ensure the team's objectives are met.
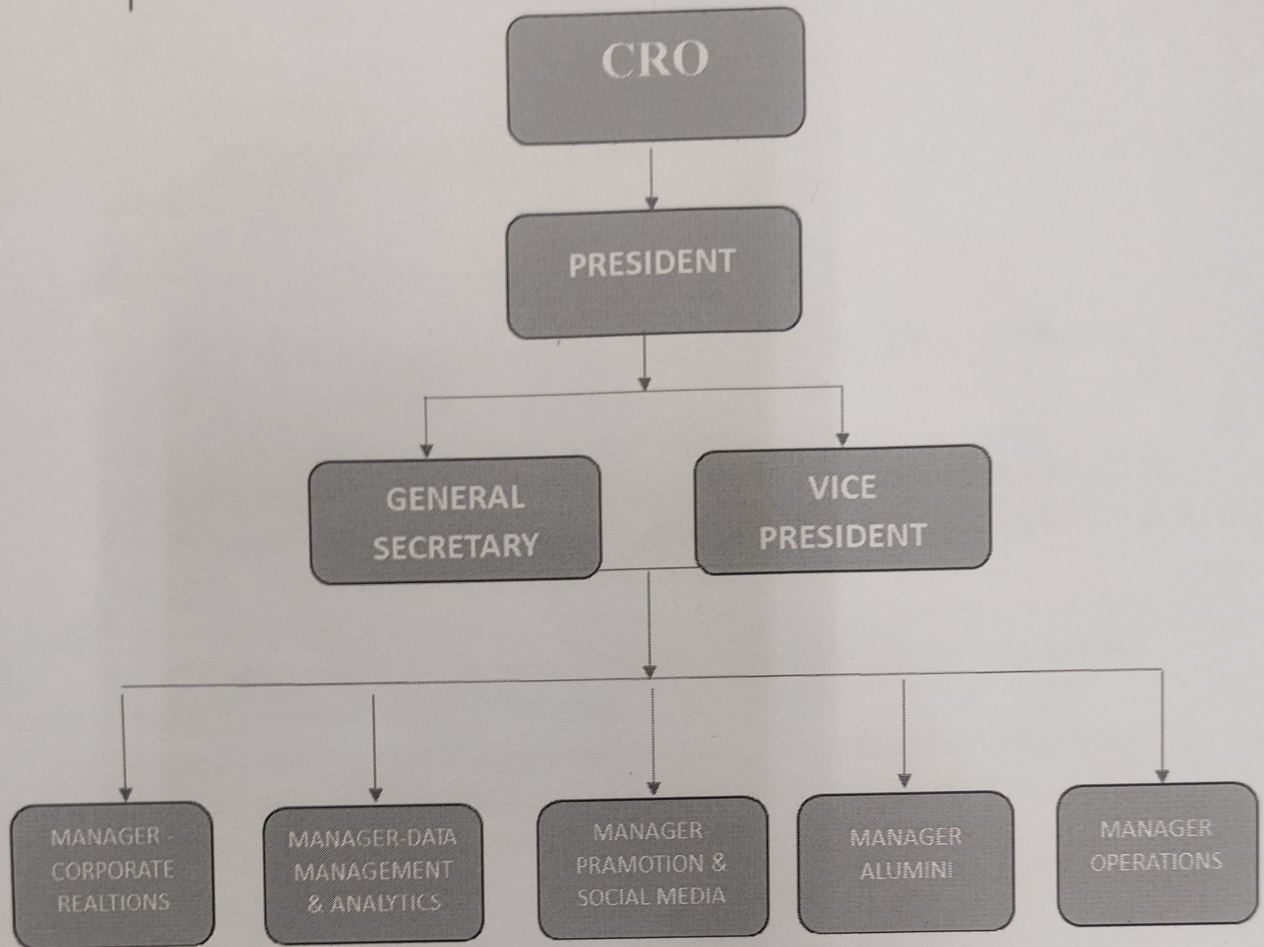
General Secretary (Student Coordinator)

- The General Secretary ensures smooth execution of placement drives and workshops. The role also include managing all logistics aspects of placement drives including registration, scheduling, transportation, and accommodation for guests.

Other Roles of Students coordinators

- Manager Corporate Relation
- Manager Alumni Relation
- Manager- Data Management & Analysis
- Manager Operations and Logistics
- Manager- Pramotion & Social Media

  Each of these heads manages their respective departments and reports to the Vice President.

Members

- Work under the guidance of their respective Department Heads.

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EMPLOYBILITY ENHANCEMENT PROGRAM (EEP) /TRAINING

Students are trained in aspects beyond those in books. Various placements related trainings are provided to the students from the very beginning of first year based on their profiles. Training is a proper mix of in-house training and trainings by experts. Company based tests are conducted according to the pattern of the company. Under mentoring and coaching programme, students are coached in areas of soft skills like etiquette, interpersonal relationships, networking and communication. They are groomed to enter a globally integrated business environment through a mandatory global study program to acquaint them to cultures and practices outside India. They work on team building and leadership through a variety of extra-curricular activities through participation in campus events, conferences and fairs. It is an all-round development that is provided to our students, which makes them a cut above the rest, a pool of talent to recruit from. Periodic assessment along with feedback and individual counseling to the students are provided. Domain wise student database is prepared for 2nd year students. Following training sessions are provided to the students.

- Sessions on Career Development Journey (knowing about self-skill set, interest, job market, developing career path etc.)
- Sessions on aptitude test
- Soft skills and working on English communication with the students
- Conducting Group Discussions
- Psychometric tests
- Conducting Mock interviews
- Technical sessions Excel. Power BI, Tableau, SQL etc.
- Functional Skill Building

PRE-PLACEMENT ACTIVITIES:

- AIMT organizes various Employability Enhancement Programme (EEP) activities led by professionals from diverse domains. Attendance in these EEP activities has to be more than 90% for qualifying to appear in placement activity.
- Weekly mock interviews will be conducted by a dedicated team which may include external professionals and alumni external professionals, or alumni. Attendance on the scheduled interview day is mandatory for all students.
- Every Student is required to practice at least Ten Aptitude/Psychometric test papers every month, prepare a folder for the same & submit to cro@aimt.ac.in by 25th of every month till the completion of the MBA Program.
- Soft skills training sessions will be integrated into the weekly timetable. Attendance is mandatory for all students, and they are expected to actively participate in each class and complete tasks assigned by the respective professors.

ELIGIBILITY CRITERIA

All Full Time Registered Final Year students of AIMT and who clear the following parameters of placement are eligible to participate in the placement support activities through the CRC.

- The students need to fulfill the eligibility criteria, as defined by the companies participating in the Campus Recruitment Process.
- No backlogs in any Semester, certified by the University Cell.
- 85 % attendance in Employability Enhancement Program /all the placement related training and activity sessions organized by AIMT.
- 75% attendance in academic sessions.
- 90% attendance in all guest lecturers including those in seminars.
- Minimum 50.00 % marks with no active backlogs
- No disciplinary case as per Student's Handbook.
- Minimum 60% score in employability assessment test conducted by SHL group.

REGISTRATION PROCESS

Students who fulfill the above mentioned criteria are eligible for campus placement assistance and have to register themselves with CRC through their respective students representative team.

- All the students are required to fill and submit the Master Profile Sheet which will be shared with them by the CRC.

- As part of the placement process, students are required to complete a registration form. This step ensures the institution's confidence and assurance in the commitment of the student towards participating in the placement activities.

- Students interested in participating in the placement process are required to pay a registration fee determined by the institution's director. This fee remains valid for up to five placement drives. In the event that a student remains unplaced after these five drives, they will be required to pay the registration fee again to participate in the subsequent five drives.

- The placement policy document must be submitted to the CRC (Corporate Relations Cell) office as directed. Each student is required to sign the document, acknowledging that they have read and understood its contents. This ensures that all students are fully aware of the policies and procedures governing the placement process.

- It is expected that a student shall not add any ambiguous / wrong / fraudulent / fake experience certificate / misleading information in his / her resume and profile sheet. Resume and profile sheet checks will continue throughout the placement process. If, on verification by CRC or Recruiter, any discrepancy is found, the student would be de-barred from placements. This may also attract strict disciplinary action as per the Rules & Regulation of AIMT regarding the acts of major indiscipline and will be dealt accordingly.

- If a student claims about any additional certification / course / degree / diploma / work experience in the resume / profile sheet the student has to furnish supporting documentary evidence for the same. If the student is not able to furnish the supporting documentary evidence, his / her candidature/ shortlisting / selection can be cancelled by AIMT/ Company. Such student will be debarred from the placement assistance and strict disciplinaryaction can be initiated against the student.

- **EACH CANDIDATE WILL BE ALLOWED FOR 5 OPPORTUNITIES (5 COMPANIES) ONLY**. (This limitation encourages students to focus on opportunities that best align with their career goals and aspirations). Even a negative sign-up will be counted as an attempt / opportunity.

- **AIMT follows one student one job offer policy**. However students will get the opportunity. However, the student may also be allowed to apply for another company (second offer) whose gross salary / total CTC is more than 50% of his / her existing gross salary / total CTC (first offer)/ or when 60% placement of the whole batch is done.

- All students are advised to check the company profile and background thoroughly of each company before applying. Kindly make informed decisions before applying to any company. CRC would not be liable for any default from the company's end at any stage later.
- NOC will be provided as per University Norms. All Departments have to issue a Clearance Certificate before the Date of Joining.

PLACEMENT PROCESS

Placement brochure detailing the programme structure and other programme attributes, along with student profiles is shared with companies to help these prospective employers develop a proper understanding of the institute, its programmes and the students. These organizations are subsequently contact the CRC team to find out their campus recruitment plan for the year. Students get the intimation about placement opportunities from the institute's Corporate Relation Cell (CRC) through the email. Interested students convey their choice or by applying on google sheet.

As the recruiter confirms the date of selection process, it is communicated to students who are also advised on the documents required by the recruiter like CV, Summer Internship Project Report etc. The interview process is mostly conducted it the campus but in some cases students visit the recruiter's premises for the process.

Pre-Placement talks are held at the Institute during which the companies make presentations about their operations and job profile etc. Students from the graduating batch, who have a best-fit, both attitudinally as well as skill-wise with the needs of the organization, and are interested in applying to them, are identified and their detailed resumes are forwarded to the companies for further processing;

- The students bear the sole responsibility for placement, while all aspects pertaining to placement, including company selection, communication, sharing job descriptions with students, and conducting placement drives on campus, will be managed by the CRC team. The Corporate Relations Officer (CRO) will be involved for final approval and for support.
- The placement process varies among companies; some may include aptitude and psychometric tests followed by group discussions and personal interviews, while others may proceed directly to group discussions and interviews. Therefore, students are expected to participate in all rounds of placement conducted by the company.
- In case a student gets selected in two or more companies on the same day, then the company ranked higher in the preference order of the student will be the one where the student would be finally considered placed.

- In case a company does not give its final selection list on the same day it visits the campus, then the students will be allowed to appear in other companies visiting on subsequent days till they finally get selected.
- Violation of Dress Code shall debar the students from the Placement Process.
- If the nominated candidate does not show up for the scheduled interview or interaction, he/she will be debarred from the placement process.
- If any candidate is found misbehaving with any of the HR or interviewer. He/she will be debarred from the placement process.
- For absenteeism in any presentation by / for the company, online / offline test, group discussion, interview or any selection process which a student has to attend as part of a company's recruiting procedure the strict action will be taken.

ACCEPTANCE OF OFFERS

- Selected students would get communicated by the CRC through student representative with copy to their Dean / Director.
- After this stage the student would be required to accept the offer via acceptance email within twenty-four hours of declaration of the result. In case the offer is not accepted within twenty-four hours, the same would be communicated to the company through the Career Services Department and the offer may be terminated. Such student will not be given any further placement opportunity by the CRC.
- Students are advised not to sign offer letters under any company's pressure. They may discussthe same with CRC.
- Students need to submit a copy of their offer letter(s) to the Career Services Department before the final No Dues signature.

OFF-CAMPUS APPLICATION RULE

- Students found applying directly to companies identified as on-campus by CRC would be debarred from applying through CRC and may face strict disciplinary action. However, Career Services Team will be extending all possible support to students who wish to apply for off campus placement to companies which have not visited during the last academic year(s).
- Students placed through off campus placement are advised to share their real time status with CRC and have to share the offer letter post selection.
- Any student who is found hiding any such information will be debarred from all future assistance by CS Department.

PRE-PLACEMENT OFFERS (PPO) POLICY

- **Reporting Pre-Placement Offers**

  Students must immediately report any pre-placement offers (PPOs) they receive to the placement cell after registering with the company.

- **Routing PPOs through the Placement Cell**

  All PPOs should be processed through the placement cell. If a student decides to accept an offer, it is recommended to do so formally through the placement cell.

- **Reviewing PPO Terms**

  Students should carefully review the terms and conditions of any PPO. If there are discrepancies between the company's terms and university policy, students should inform the placement cell.

- **Rejecting a PPO**

  If a student decides to reject a PPO, they must notify the company via email and send a copy of this communication to the placement cell. Failure to do so will result in the student being considered placed and ineligible for further campus placement opportunities.

TRANSPARENCY AND COMMUNICATION

- Students will be kept well-informed about company profiles, job roles, and compensation packages.
- Ongoing updates and changes in the placement process will be communicated clearly to both students and recruiters.
- Detailed schedules and timelines for all placement activities will be provided to ensure transparency.
- Accessible channels will be offered for students to ask questions and receive timely responses.

ETHICAL PRACTICES

- Fair and equal opportunities will be promoted for all students, with a zero-tolerance policy for discrimination.
- Transparency in the placement process, from registration to job acceptance, will be maintained.
- Policies will be enforced to prevent favoritism; ensuring placements are based on merit and performance.
- Professional behavior and integrity will be required from students throughout the placement process.

FEEDBACK MECHANISM

- A systematic process for collecting feedback from students, recruiters, and faculty will be established after each placement activity.
- Feedback will be used to continuously improve the placement process and address any issues promptly.
- Anonymous feedback will be ensured to promote honest and constructive input.
- Regular reviews and actions based on feedback will be conducted to enhance the placement policy and process.

CODE OF CONDUCT

- Eligibility for placement drives will be restricted to students without any disciplinary cases (DC).
- Students will be required to attend the Institute in formal attire with proper personal grooming from the start of the MBA Program.
- Professional representation of the institute will be emphasized, with violations leading to disqualification from placement assistance.
- Professional behavior towards all employees of the Army Institute of Management and Technology will be expected, with misconduct potentially resulting in disqualification from placement support.
- Students must carry a complete file with a few copies of the resume, original certificates (if possible) and copies thereof while appearing for the interviews.
- Students will be required to submit a signed placement policy document to the CRC office within a week of receipt, confirming their understanding of its content.

- Any violation of the placement policies will result in the concerned students being called before the Discipline Committee headed by the Director, registrar, dean, CRO of the institute.

GRIEVANCE REDRESSAL MECHANISM

- Clear Procedures: Implement a transparent process for submitting and addressing grievances.
- Grievance Committee: Establish a committee will include The Director, the Registrar, the Dean, the CTPO, and student representatives.
- Timely Resolution: Set specific timelines for resolving grievances and communicate them to students.
- Confidentiality: Ensure the grievance process maintains the confidentiality and privacy of students.

- Meeting with the Concerned Parties: Students can meet the CTPO/Dean/ Academics/ Director of the institute to discuss their issues.

COMPLIANCE AND ENFORCEMENT

- Policy Awareness: Ensure all participants are aware of the placement policies and procedures.
- Mandatory Compliance: Clearly state that compliance with the policy is mandatory for all participants.
- Monitoring: Regularly monitor adherence to the placement policy.
- Consequences: Define and enforce consequences for non-compliance

GENERAL GUIDELINES FOR SUMMER INTERNSHIP

The summer internship program is designed to provide students with structured industry exposure. The concerned students undertake Summer Internship in the pre-final year, where he / she works with an organization on / off field to gain exposure. The process includes several key steps:

1. **Initiation.**
   Initiation and briefing about summer internships begin during the middle or end of the first semester.
2. **Choice of Company and Project.**
   Students will select a company and project in consultation with the placementcell, leveraging industry connections established by the institution. Students can either register for internship support from the University or they can opt for self-internship to be arranged by their own sources. In case of failure to report for internship, the student shall be liable for disciplinary action, in accordance with the rules of the University, besides, possible debarment from the placement process.
3. **Guidance from Faculty.**
   Faculty members specializing in relevant domains will offer guidance and support for internship opportunities.
4. **Authority Letter.**
   An authority letter will be issued to the students for undergoing summer training, which spans eight weeks.
5. **Certificate from the Company.**
   Upon completing the internship, students must obtain a certification from the host organization, signed by the relevant supervisor.
6. **Weekly Report.**
   Students are required to submit weekly reports to their faculty guides, documenting their progress and experiences.
7. **Submission and Evaluation.**
   Projects must be submitted before the first internal examination of the third semester. Projects will be evaluated by a committee led by external experts to ensure objective assessment.

8. **Inclusion in Resume**.

Relevant aspects of the summer training project will be incorporated into students' resumes and included in the placement brochure published at the end of the third semester.

GENERAL GUIDELINES FOR PLACEMENT

1. **Offer Acceptance**.

The first verbal or written offer received must be accepted. Once a student is placed, they are ineligible for further placement opportunities.

2. **Direct Shortlisting**.

Students shortlisted directly from recruitment guides may choose whether to attend the interview, subject to review and decision by the Placement Board.

3. **Professional Representation**.

Students represent the institute during placement interactions. Any violation of this principle may result in immediate disqualification from further placement assistance.

4. **Dress Code and Conduct**.

Students must maintain formal attire and personal hygiene during all placement activities. Behavior should be professional at all times.

5. **Resume Submission**.

Resumes must be submitted by the specified deadlines. Late submissions will not be accepted.
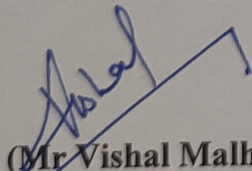
6. **Misconduct**.

Any misconduct or failure to maintain decorum will be dealt with severely and could result in disqualification from placement assistance.
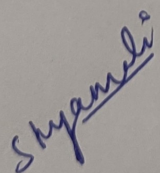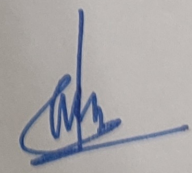
7. **Opt-Out Option**.

Students who do not require placement assistance due to reasons such as further studies or family business may be exempted from placement activities, subject to CRO approval.

END OF DOCUMENT
(Issued on 18 Sep 24)

(Mr Vishal Malhotra)   (Dr Shayamali Satpathy)   Air Cmde (Dr JK Sahu), (Retd)
CRO   Dean Academics   Director