



International School of Management Patna

Sarari-Usri Road, Khagaul – 801105, Patna

Training & Placement Cell (TPC) Placement Policy & Guideline

Rules and Code of Conducts:

1. Transparency, fairness and equal opportunity for all eligible students are the hallmarks of the placement process at ISM Patna.
2. Whenever a company proposes a visit to the ISM Patna campus, it sends a letter of confirmation about the date of interview, which would be displayed on the notice boards. Those interested in attending the written test/GD/interview should register their names to the Training and Placement Cell of the ISM Patna.
3. Once a student gets shortlisted by the corporate for going through the process of GD, Written Test etc, he/she cannot, on any account, withdraw from the process of that company. Violators will be debarred from further subsequent placement process.
4. It will be the responsibility of the students to be extra careful in maintaining the basic decorum, discipline and decency at the time when the company representatives are on the campus for placement related activities or when they participate in the processes at the company's premises. Any student violating these instructions will be liable for punitive measures.
5. Students found improperly dressed will be disallowed from placement activities.
6. Once a student is selected by the campus process he/she cannot avail of any more opportunities through the campus process. In case students get multiple offers due to delayed result by particular company he/she has full liberty to join company of his/her choice.
7. Students appearing for placement are expected to report at the time given and come well prepared by going through relevant literature such as the company website, company's publicity material etc. They should be well groomed in formals, which would include:
8. **For Gentlemen:** Shaven/full beard, neat and ironed clothes, well-groomed appearance. Full sleeves shirt and formal pants (Jeans & Khaki not allowed), leather shoes and a tie.
9. **For Ladies:** Neat and ironed clothes, well-groomed appearance. Sari/ Business Suit/ Salwar- Kameez, Leather Sandals/Shoes.
10. Not more than 7(seven) attempts can be availed of by any student in the final placement process.
11. Students are not allowed to establish any kind of direct communication with any representative of the company. Questions can only be raised during PPT (Pre-Placement

Talk) when allowed by the representative of the company. If clarifications are needed they should approach the TPC (Training & Placement Cell) for this purpose.

12. Requirements of the company will be taken care of by the concerned members of the placement/ hospitality group while they are at ISM Patna premises or at long distance and any kind of communication to be sent has to be directed through TPC.
13. Students are advised not to do anything directly or indirectly which may create a poor impression about the ISM Patna. Any student found disregarding any of the norms will be liable for disciplinary action.
14. Non- compliance by the students of any activity organized by the ISM Patna in the interest of placements will be considered as an act of misconduct. Students found involved in such activities can be debarred from placement assistance in future. The decision of the TPC will be final and binding in this regard.
15. Students are advised to abide by the final short listing done by the company according to their own felt needs and criteria, which shall not be called into question by any student either individually or by raising questions about this in the PPT. Violation of this rule will lead to the debarment of the student from the process. The PPT queries from students should be aimed at clarifying job profile, compensation, nature of business etc.
16. Students also cannot call into question the short listing done by TPC as per recruiters' instructions.
17. TPC reserves the right to modify or introduce new rules as and when required, if circumstances warrant such moves.
18. TPC wishes 'best of luck' to all its students.

Placement Assistance:

Placement support is provided by ISM Patna to eligible students. This activity is done under the aegis of the **Training & Placement Cells**. Periodically, students would be informed through the TPC Notice Board about summer internships or final placement.

Actual placements would depend upon the general economic and industry scenario, the academic and non-academic competencies including good soft skills developed by each student as well as the cultural fit of each student vis-à-vis the company, as determined by the recruiters visiting the campus.

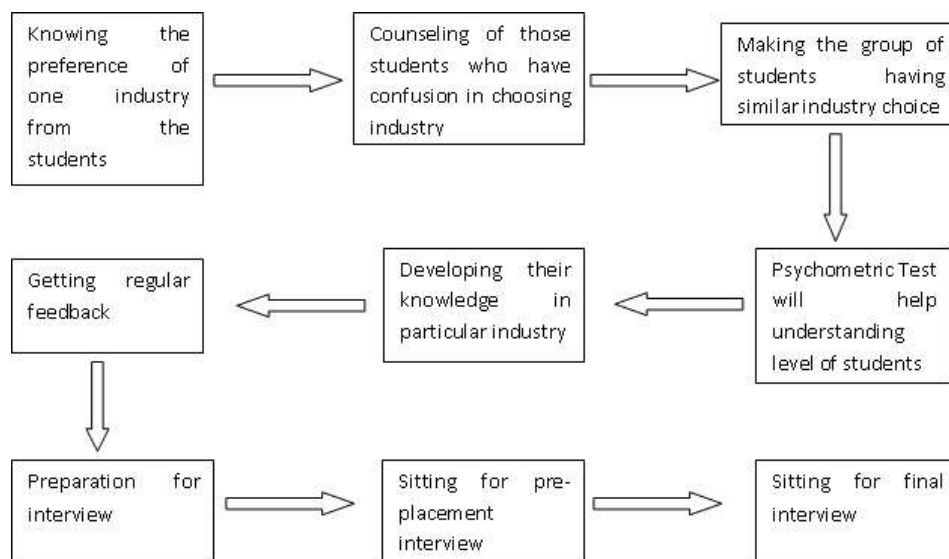
While every effort will be made to enable each student to compete effectively for various positions offered by companies, the actual conversion of the opportunity into a concrete placement is the sole responsibility of the student. ISM Patna, therefore, does not guarantee that a particular student will be placed irrespective of the student's performance parameters.

The major components of the placement (summer or final) process are written/online test, G.D, Personal Interview, personality profiling etc. thorough domain knowledge, recruiters expect students to be totally updated on current national and world developments, especially those affecting the economy and the impact of such events on the industry or business for which the recruitment is taking place. The recruiter expects to see depth of understanding, analytical skills and originality in student responses, whether it be G.D. or Personal Interview. Needless to add that a good CGPA and proficiency in some extracurricular activity

such as active club participation will be a very valuable add on for the student, which can be acquired through hard work, extensive reading, especially of financial and general news papers besides study of the course curriculum and last but not least, by regularly attending the class lectures, guest lectures, workshops and seminars organized by ISM Patna.

Please remember that companies are looking for proactive, energetic, diligent, well rounded personalities who have indisputable integrity and values propagated by ISM Patna. The recruiter needs to sense the “hunger” for the job on offer for the candidate. ISM Patna will encourage and assist all students to emerge as credible brands in their own right who are sought after by the corporate.

Placement Flowchart:



The entire placement process gets executed as per a detailed **Action Plan** prepared in advance at ISM Patna.

Summer Internship Programme

Introduction:

Students will attend Industrial training of six to eight weeks in any industry or reputed organization after third trimester examination during summer vacation. The evaluation of this training shall be included in the IV trimester evaluation respectively.

Students will be required to prepare an exhaustive report of the training undertaken during the summer vacation which will be duly signed by the officer under whom training was taken in the industry/organization. The covering format shall be signed by the concerned office in-charge of the training in the industry. The officer-in-charge of the trainee would also give the marks of the student in the standard format in a sealed envelope to the Director of the ISM Patna. If not possible in all cases the above marks of the trainee may be provided by the external examiner during viva.

The students will present their report about the training before a committee constituted by the Director of the which would be comprised of at least three members comprising of the Department Head, Class Coordinator and a nominee of the Director. The students guide would be a special invitee to the presentation. The seminar session shall be an open house session. The internal marks would be the average of the marks given by each member of the committee separately in a sealed envelope to the Director.

The marks by the external examiner would be based on the report submitted by the student which shall be evaluated by the external examiner and cross examination done for the student concerned.

All students are eligible for summer training after successful completion of IIIrd trimester and have to submit individual project report.

Process:

1. Allocation of students under the faculty should be done before the end of IIIrd trimester. These faculties would be the guide of the student from start date of training till final evaluation and award list issuance of summer internship project. Faculty guide will assist students regularly till training period.
2. Students will be provided Summer Placement by Training & Placement Cell to pursue summer internship or students themselves apply directly in the organization of their choice.
3. It is mandatory that students have to undergo summer internship in industry only not in any training institute governed by private or government body.
4. **All the students will be provided training letter in letter head of ISM Patna in the name of concerned organization, as mandatory requirement by industries. Students are required to apply for training letter in writing (clearly mentioned the designation of permitting authority, department, name of organization, location and contact number) duly forwarded by HOD/Coordinator or nominated project in-charge of the respective departments.**
5. The Faculty guides of respective departments will assist their interns in applying for internship in particular organization.
6. Students will be provided Summer Internship Joining Report Form, Summer Internship Completion Report Form and an Assessment/Performance Evaluation Form of 25 marks from faculty guide or from Training & Placement Cell. All the Forms must be duly signed and stamped by the industry Supervisor. In some cases a letter of confirmation like, gate pass, ID card confirmation through mail will be considered valid.
7. After confirmation by particular organization students are required to submit a photo copy of filled Summer Internship Joining Report Form to their respective College Faculty guide within 10 days through Email / by hand or by courier. Failing which their internship will be treated null and void. All the Faculty guide are required to submit the same reports to Summer Internship In-charge of respective departments and Summer Internship In-charge will submit the same in hard and soft copy to Training & Placement Cell.

8. Every student has to send fortnightly report through e-mail to their respective college Faculty guide and all Faculty guide have to guide and do correction/s wherever required in the fortnightly report. The edited report should be reverted to respective interns within next one week. All the edited fortnightly report should also be forwarded to HOD/Coordinator of respective branch and marking copy to Training & Placement Cell.
9. In total, students have to send two fortnightly reports during the entire training period.
10. All students are required to submit the filled Summer Internship Completion Report Form and Assessment/Performance Evaluation Form of 25 marks to their respective Faculty guide within one week after completion of internship. Failing which their internship will be treated null and void. All the Faculty guides are required to submit both the reports to Training & Placement Cell.
11. Final editing and printing of project report (As per report format) should be completed within two weeks of start of fourth trimester by the students. They can take help of their Faculty guide. Presentation and evaluation should be done within further next two weeks.

Evaluation Process:

Internal Marking: 25 %

By the Faculty Guide – 25 %

External Marking: 75%

By Officer-in-charge trainee in industry – 25 %

By External examiner appointed by the institute – 50 %

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