

Centre for Management Studies (CMS)

NALSAR University of Law – Hyderabad
Training and Placement Advisory Cell (TPAC)

Manual of Policy

The TPAC of CMS, NALSAR University of Law facilitates the process of Summer Internship Program (SIP) and Final Placements by creating an interface between 'the recruiters and the students of the MBA and other Allied Programs'.

The students must honor the commitment made by CMS, NALSAR University of Law to the recruiting companies on their behalf. In the event of non-conformance to the rules and procedures laid down in this document, CMS, NALSAR UNIVERSITY OF LAW, Hyderabad reserves the right to initiate corrective action, as deemed fit.

Efforts to market the MBA program with its merit is made by the TPAC with the endeavor to get companies to recruit across specializations. However the final call rests with the company regarding eligibility and the decision is honored by CMS, NALSAR University of Law. The selection process specified by the company will be followed.

The SIP and Final Placement process would be on a rolling phase as and when the companies are coming on board.

For the purpose of creating opportunities for students, through active industry engagement, enrolled in the MBA and allied course at CMS, the university has appointed a Training & Placement (T & P) officer. The duties of the placement officer are as follows:

1. The T & P officer shall engage in compiling research reports and preparing summary presentations to brief students on job market realities and opportunities in the market.
2. The T & P officer is primarily responsible to counsel students on career options in industry, map their skillset and competencies and prepare comprehensive student databases.
3. The T & P officer shall prepare a comprehensive action plan and schedule for training the students on interview techniques, soft skills, art of negotiation, CV writing etc. and implement the same.
4. To lead the 'industry connect' initiative by identifying, inviting and organizing visits, talk, interactions etc. by people from the industry.
5. To represent the Centre for Management Studies (CMS) at platforms like NHRDN, ISTD, FICCI, CII meets and other such corporate activities.
6. Seek potential employers and establish relationship with HRs from various companies to promote CMS students for internships and placements as appropriate.
7. To develop and maintain a database of potential recruiters.
8. To monitor the progress of internships and placement of CMS.
9. Maintain alumni records, establish linkages and engage with the CMS alum on a regular basis.
10. To be present during industry connect guest program at CMS, NALSAR and further conversations with the guest for internships and placements.
11. To abide by the general guidelines, rules and regulations of NALSAR University of Law.

It is desirable that the students shall, represented through a Recruitment Coordination Committee (RCC), coordinate the activities of the recruiting companies while they visit the campus for conducting the recruitment process for both the SIP as well as the final placement.

General Rules:

- A. All students who seek internship and placement assistance through the TPAC must register with the TPAC office before the completion of Trimester I. However, placement/internship is not a right that can be claimed against the university.
- B. Students on lien/leave from companies undergoing the MBA or allied programs shall disclose such information during the time of admission and shall not be eligible for assistance from TPAC.
- C. Students are advised to read the announcements made, go through the company website and apply only if interested for specific recruitment drives organized by TPAC.
- D. Students are expected to follow the resume template made available by the TPAC for preparing the resumes.
- E. The details given in the resume have to be genuine and any student found violating this rule will be debarred from any further TPAC assistance.
- F. Students have to submit their resumes on the template to the TPAC well before the stipulated deadline. Resume once submitted cannot be modified. DEADLINES WILL NOT BE EXTENDED UNDER ANY CIRCUMSTANCE.
- G. Notices of the Pre-Placement Talks (PPT) will be notified well in advance. Students should be seated in the venue 15 minutes before the scheduled start of the PPT.
- H. All eligible students registered with TPAC must attend all scheduled industry talks/interactions/Pre-Placement Talk (PPT).
- I. A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately in the middle of a selection process will be debarred from any further TPAC assistance.
- J. Any clarification regarding salary break-up, job profile, place of work, bond details etc. must be sought from the companies during PPT or interview.
- K. Students who come late for APTITUDE TEST / GD / INTERVIEW may not be allowed to appear for the selection process.
- L. Students must be formally dressed whenever they participate in any interaction with a company. Students are expected to know the norms for formal wear; for the benefit of those who claim ignorance, please note that the following are strictly not allowed:
 - T-shirts with printed text; un-collared T-shirts;
 - Shorts
 - Jeans
 - Shirt not-tucked in
 - Chappals / flip-flops

*****TPAC reserves the right to refuse permission to a student to attend the selection process/PPT, if they do not dress up formally, or are considered to be in any way unbecoming of the NALSAR ethos.***

1. Guidelines for Summer Internship Program (SIP)

- 1.1 Minimum eligibility for students to participate in the SIP process and be accorded assistance of TPAC is 6.0 CGPA till the end of the 2nd trimester.
- 1.2 TPAC shall follow a '1 student 1 offer' only policy, i.e. each student is entitled for only one internship offer.
- 1.3 Applications shall be invited based on the eligibility criteria regarding academic qualifications, work experience and other relevant parameters indicated by the company.
- 1.4 Depending on convenience, companies may conduct the recruitment process on NALSAR campus or at any other location.
- 1.5 Companies would be encouraged to give spot offers. Once a student is offered an internship, he/she shall be out of the process and shall not be eligible to participate in any subsequent internship drive.
- 1.6 Offers made by the companies during the process cannot be rejected. Thus, students are expected to make informed decisions before applying to a company for internship.
- 1.7 Students have to participate in the full selection process for which they have been shortlisted. In case, a student fails to attend the selection process, an application regarding the same must be submitted to the TPAC in advance. Only if the reason is found valid and approved by the TPAC, the student will be given further chance to appear for other opportunities.
- 1.8 Students can only skip applying to two companies of their choice during the entire internship selection process.
- 1.9 Students are required to complete the internship in the stipulated time period.
- 1.10 The deadline regarding submission of report, to the company as well as the University would be followed strictly.

2. Internship evaluation

Evaluation shall be conducted after receipt of student SIP report within deadline and SIP feedback received directly from the company. The evaluation process shall remain to be same in such cases where students might have arranged SIP on his/her own.

Final Placement Policy with effect from 2017

1. General Guidelines

- 1.1 Minimum eligibility for students to participate in the final placement process and be accorded assistance of TPAC is 6.0 CGPA till the end of the 4th trimester.
- 1.2 TPAC shall follow a '1 student 1 offer' only policy, i.e. each student is entitled for only one placement offer.
- 1.3 Applications shall be invited based on the eligibility criteria regarding academic qualifications, work experience and other relevant parameters indicated by the company.
- 1.4 Depending on convenience, companies may conduct the recruitment process on NALSAR campus or at any other location.
- 1.5 Companies would be encouraged to give spot offers. Once a student is offered an placement, he/she shall be out of the process and shall not be eligible to participate in any subsequent placement drive.
- 1.6 Offers made by the companies during the process cannot be rejected. Thus, students are expected to make informed decisions before applying to a company for campus placement.
- 1.7 Students have to participate in the full selection process for which they have been shortlisted. In case, a student fails to attend the selection process, an application regarding the same must be submitted to the TPAC in advance. Only if the reason is found valid and approved by the TPAC, the student will be given further chance to appear for other opportunities.
- 1.8 Students can only skip applying to two companies for the job profiles matching their specialization during the entire Placement process.
- 1.9 Students are required to make necessary submissions (acceptance letter, PAN etc.) by the company within the stipulated time period.
- 1.10 Students shall report to the company on the joining date at the desired time with due intimation to TPAC.

2. Opting out from TPAC Assistance for SIPS & Placements

- 2.1 In case a student wishes to opt out of the placement process, he/she must submit a letter to the TPAC and must officially sign out of the placement process.
- 2.2 However, if one has already applied to companies outside college then he/she needs to inform the TPAC and follow due process.
- 2.3 After opting out, the student will not be allowed to re-enter the placement process at a later stage.
- 2.4 In case a student wishes to opt out of TPAC assistance for the purpose of internships, he/she must submit a letter to the TPAC and must officially sign out of the SIP process.
- 2.5 A candidate has to withdraw from the summer internship process if he/she is keen on seeking an opportunity on his/her own. The student must submit a written document that contains the complete details of names of such **companies** wherein he/she is seeking to get an internship. Also, they must submit the Internship offer letter given by the company before the end of trimester III.
- 2.6 After opting out, the student will not be allowed to re-enter the TPAC process at a later stage.
- 2.7 The student is not allowed to switch or cancel an internship, even after opting out. If an internship is communicated to the TPAC, it is the final internship.

3. Pre Placement Offers (PPOs)

- 3.1 As a policy, TPAC encourages candidates to work towards PPO's in order to strengthen the executive placements.
- 3.2 Pre Placement Offers made by the companies have to be routed through the TPAC.
- 3.3 If the candidate accepts the offer made he/she has to sign out of the placement process and will not be eligible to apply during final placements.
- 3.4 It is the student's choice whether he/she wishes to accept or reject the PPO offer. However, the student has to decide on acceptance or rejection on within 24 hours or a company specified date, whichever is earlier.
- 3.5 Students getting PPO/PPI offer directly from the companies are required to convey the same to the TPAC via a formal letter or a mail to *the Head, Corporate Relations*. Student found to be deliberately **withholding such PPO/PPI offer, will be debarred from further TPAC assistance**.
- 3.6 TPAC will try to ensure that all companies desiring to make a PPO offer does the same before the deadline; however any PPO offer made after the deadline will result in automatic rejection, if the student is already placed by the time the offer is made.
- 3.7 If the company makes an offer after the deadline and the student is still not placed, he/she will have to decide whether to accept or reject the PPO within 24 hours of being informed.
- 3.8 In case of acceptance of the PPO, the student would not be eligible to participate in the placement process.
- 3.9 For a Pre Placement Interview (PPI), the student **MUST** attend the same. Student rejecting a PPI will not be allowed to appear for any further placement process. In case of a conversion to a PPO, the PPO policy would be applicable.
- 3.10 PPO's / PPI's which are officially communicated to the TPAC by the company will be considered for the records. Only those students would be eligible to mention the same on their resumes. No other student can mention PPO/PPI of his or her own accord.
- 3.11 In case a candidate rejects a PPO, the following future course of action would be applicable to the candidate:
 - The candidate must give a reason for rejecting the PPO (salary/profile).
 - In cases where the candidate refuses the PPO on the basis of profile (eg. Marketing, Finance, HR etc.), the candidate will not be allowed to take part in any further processes of companies offering the same profile.
 - No cases of location preferences will be entertained. If a candidate rejects a PPO based on location preferences, he/she will be considered automatically opted out of the placement process.
 - Any other extremely rare cases where reasons apart from the above are given, the final authority will rest with the Head, Corporate Relations or some other competent authority assigned by CMS, NALSAR.
 - Any other cases not covered in the above will not be entertained and the student will be required to either accept the PPO or opt out of the placement process.

DISCIPLINE

Students should maintain discipline and show ethical behavior in every action they take during the internship as well as the placement process. Any student found violating the discipline rules set by the company or defaming the university's name will be debarred from TPAC assistance henceforth.

Students found cheating or misbehaving in the selection process (Test / GD / Interview) will be debarred from TPAC assistance henceforth.

- a. **Conduct:** CMS attaches utmost importance to personal integrity, honesty and discipline. A sense of responsibility and a high degree of maturity is expected of all students inside and outside the campus, as befits future managers and as students of CMS, NALSAR. The University strives to achieve this standard in every phase of campus life. Each student of CMS shall consciously strive to excel in his/her personal as well as academic conduct.
- b. **Misconduct:** The following are considered serious breaches of discipline and will attract the penalty of immediate expulsion from the University:
 - (i) Indulging in or aiding/abetting acts of violence, riotous or disorderly behavior, moral turpitude, directed at a fellow-student or a faculty or any other employee of the University/Company visiting for Internship or placement on and off campus.
 - (ii) Indulging in the violation of community and organizational norms, practices and values during Summer Placement or any other external academic or non-academic activity leading to physical and psychological harm to individuals and groups in the community and organization.
- c. **Leveling false and baseless allegations against any faculty member or officer or employee of the University/ Company personnel during Internship & interview process arranged by TPAC;**
 - (i) Doing or causing to do any act, which is likely to adversely affect the relations of the University with the industry
 - (ii) Indulging in any act or acts, such as, defacing, burning or otherwise damaging any banner or property or equipment of a company, erected by the company or an event organized or sponsored by the company
 - (iii) Indulging in any act subversive of general discipline (the word "discipline" being used here in its generic sense and in its widest amplitude), inside or outside the campus, and/or is detrimental to the reputation, image or standing of the University;
 - (iv) Indulging in dissemination of unsolicited and/or malicious correspondences either electronically or through hard copies within the university and outside which distorts the image or disturbs the collegiate atmosphere of the University;
 - (v) Notwithstanding any of the above mentioned aspects, the University can immediately expel the student(s) if it deems any action of the student as an act of indiscipline. The decision of the University would be final and binding and by accepting admission in this University, the student on his/her part also accepts this clause in full;
 - (vi) Any other act of indiscipline, which is herein unspecified and deemed at the time of offence as an inappropriate behavior and conduct by the Disciplinary Committee of CMS and/or the management of the University.