



PLACEMENT POLICY - PGDM CLASS OF 2025, HARIHAR CAMPUS APPLICABLE
FOR THE AY 2024-25

VISION

“To provide society a center of learning that excels in Management Education and Professional Development.”

MISSION

- Offer contemporary, progressive, technology and heritage-driven management education
- Facilitate strong networking with professionals and industry
- Develop competent professionals to lead businesses
- Contribute to the expanding body of knowledge in management
- Provide management and training solutions to industry

1. Scope

This policy consolidates the rules, guidelines, and processes governing final placements and is binding on all students pursuing the PGDM course at Kirloskar Institute of Management, Harihar.

The Placement policy will establish the criteria determining student eligibility to engage in the placement process, outlining specifics regarding the registration procedure and essential documentation requirements for students.

The primary goal is to offer placement assistance to PGDM students by fostering connections between prospective employers and the Institute. The Corporate Relations team aims to support students in securing mutually beneficial career opportunities during campus recruitment activities.

The entire sequence of events, from planning, outreach, empanelment, shortlisting, pre-placement readiness, notifications, scheduling of the process, selection declaration, to the issuance of offer letters, will be outlined in a Standard Operating Procedure (SOP). The placement cycle will commence in September 2024 and conclude in April 2025.

The final placement is the responsibility of the student, with outcomes influenced by their academic record, soft skills, aptitude, communication, etiquette, and readiness specific to the industry or domain, as well as flexibility regarding job location. The Institute and the Corporate Relations Team provide necessary opportunities, support, and facilitation with the industry to aid in this process.



2. Placement Process

The process for final placements is organized by the Corporate Relations team, which maintains constant contact with the industry and alumni. A placement brochure and profiles of graduating PGDM students are prepared and circulated among prospective employers across various industry sectors.

Before the Placement process begins, students will be introduced to the placement portal (Superset). They will receive assistance for registration and training to effectively utilize the Placement portal. Superset will support students throughout the Placement cycle, from company registration to the uploading of final placement offers.

Based on the fresher recruitment requirements communicated by the company, the Corporate Relations team will evaluate the details and subsequently post the job description, CTC, and other relevant information on the Superset (placement portal), including the eligibility / Selection criteria.

Eligible students need to apply for the specific company process on the Superset placement portal and follow notifications regarding shortlisting, assessments, and selection rounds. After the completion of the campus recruitment process, the final selection outcomes are communicated by the company to the Corporate Relations team. The selected students will be notified about the final placement offer, which they need to accept and complete any other formalities with the recruiting company.

Regular updates regarding student selection, non-selection, non-application to companies, and feedback on the selection process will be shared with the students.

The operational activities of placement, as per the SOP, are managed collaboratively by the student members of the Placecom team and the Corporate Relations team.

3. Placement Committee will constitute the below members

Director – Ex Officio Member of the team
Head - Corporate Relations
Dean - Academics
Managers – Corporate Relations & Placements

4. Student Placecom Committee:

The Student Placecom Committee (Placement) consisting of student representatives plays a crucial role in the successful execution of the placement process at the management institute. The key activities and responsibilities of the Student Placecom committee include:



Industry Outreach, Student Preparation, Placement Brochure, Placement Portal access and management, Coordination of Placement Activities, Feedback Collection from Students and Recruiters, Placement Statistics and Reporting, Alumni Engagement, Ethical Conduct:

By effectively managing these activities, the Student Placement committee plays a vital role in bridging the gap between students and industry, ensuring a smooth and successful placement process.

5. Registration for company process on Superset (Placement Portal)

Students are advised to login to Superset and thoroughly review the following aspects of the Job description before registering for any organization:

1. Eligibility
2. Specialization/ branch
3. Job profile
4. Package/ CTC
5. Job location
6. Joining date
7. Medical requirements/Fitness
8. Age
9. Selection process

6. Application Procedure

- The Placement Cell will request student resumes at the beginning of the academic year to create a database. Students must submit their resumes within the prescribed time limit and format in the placement portal (Superset)
- Every student enrolled in the PGDM program is automatically eligible for campus placement assistance from the Placement Cell, unless they have been formally disqualified by the Institute or have voluntarily opted out of the placement process.
- Only members of the Corporate Relations team are authorized to notify students about job postings, eligibility criteria's, Post updates and communication on the placement portal.
- The student based on their eligibility need to apply on Superset for the job posted within the defined timelines.
- Students will be prioritized for job opportunities based on their dual specialization areas. If a student fails to secure a job opportunity in their preferred specialization, they will be considered for opportunities in their second-choice specialization.



- All eligible students need to take full advantage of the opportunities across both the specializations in their dual specialization areas during the placement season to secure final placements.
- If a recruiting company specifies shortlisting norms or guidelines and requires the Institute to conduct initial screening, the Corporate Relations Team will nominate candidates based on eligibility criteria. It is mandatory for nominated students to participate in the interview process. Non-participation will be considered as opting out from the Institute's placement process.
- All communication related to placements will be sent to the students' official/group email IDs or accessible via Superset. Each job notice will generally include all /most of the following information:
 - ✓ Name of company
 - ✓ Job profile
 - ✓ Location of posting
 - ✓ Package offered in terms of CTC
 - ✓ Job Description
 - ✓ Eligibility criteria

7. Pre-Placement Activities:

Pre-placement activities will include the below interventions

- a. Guidelines for resume preparation and submission.
- b. Requirements for attending pre-placement talks (PPTs), Assessment tests, Group Discussion, Presentations, Personal Interviews and other preparatory sessions.
- c. Instructions for participating in workshops and training sessions to enhance employability skills.

8. Pre-Placement Talks (PPTs):

- Recruiter companies can conduct pre-placement talks (PPTs) to directly communicate with students and provide information about the nature of the job, remuneration package, learning and growth opportunities, work environment, and locations of postings.



- Students should seek clarification regarding the recruitment or job profile at the end of the respective company's Pre-Placement Talk (PPT) during the question and answer session.
- Attendance at PPTs organized by recruiting companies is mandatory for registered students.
- Students must be punctual and adhere to the dress code prescribed for these events.
- Students must not address any matters directly with the recruiter at any stage during the process or before joining the recruiting organization. All communication must be routed through the Corporate Relations Team..

9. Interview Procedure

- The selection process, which includes assessments, group discussions, personal interviews, and any other updates related to it, will be communicated by the Corporate Relations team and members of the Placecom team.
- During interviews, students are not permitted to negotiate with the employer regarding salary, location preferences for posting, or any other terms that differ from what was announced before the commencement of the placement process by the company concerned.
- Students are required to arrive punctually for all placement processes conducted by the recruiting company and comply with the formal dress code unless otherwise specified. They are expected to collaborate with the Placecom representative to ensure the smooth execution of the process.
- Students are expected to thoroughly prepare for each interview by researching the recruiter company, understanding the job description, familiarizing themselves with the products and services, being aware of technological domains, mastering specialization fundamentals, and gaining an overall understanding of the industry sector. In case of contrary feedback from the company, they will be directed to the Corporate Readiness team for further guidance.
- If a student unilaterally fails to appear for an interview after being shortlisted in the first round of group discussion, written test, or personal interview, they will be regarded as having withdrawn from the overall placement process.

10. De-Registration / Opting-out

This refers to the process by which a student voluntarily withdraws from or opts out of the placement process. If a student wishes to opt out of the placement process, they must submit a letter to the Corporate Relations team and officially sign out of the placement



process before September 1st, 2024. It is advisable for candidates to withdraw from the final placement process if they prefer to seek opportunities independently.

To maintain positive relationships with companies, students are not allowed to opt out of placements once the selection process of an organization they applied for has commenced. Therefore, students must opt out before the commencement of the selection process. Opt-outs are considered valid subject to the following conditions:

- The student is already placed in another organization through the campus placement process.
- The student is not participating in the recruiting process of any organization (on-campus) at any point in time.
- Students shall not withdraw from the selection procedure at any stage, unless they have a final offer from another organization arising out of a concurrent or prior on campus / Off campus selection process.
- If the student has an external off campus offer in hand, he needs to declare the same along with the offer letter to the Corporate Relations team within 2 days of such offer and officially withdraw from the Placement process. Continuing with the placement process post an external off campus offer letter will be viewed seriously as a breach of trust and recommended for disciplinary action by the Institute.
- Students who have applied for an opening in a company in response to a notice by Corporate Relations Team , can withdraw his/her candidature if he/she so chooses during the placement process, only if there is a gross difference in the role offered as per JD or major difference in the Salary Package, as notified in the notice of the Corporate Relations Team and PPT by the company.

11.Pre-Placement Offers (PPO)

- PPO obtained from Business immersion program will be treated as job offers from campus placements and will follow the regular placement rules. Upon receiving a pre-placement offer, students should promptly notify the career services office within 2 days and submit a signed copy of the offer letter along with their acceptance.
- If a student has already accepted a job offer / Selected through campus placements and later receives a pre-placement offer, they must honour the campus recruitment offer.

12.Early joining after final placement



The institute does not encourage or promote "early joining" with the company after final placements. However, some companies schedule their hiring and joining during the JFM quarter (January, February, March) and may insist on early joining. In the case of campus placements only, the institute will evaluate the request for "early joining" and reserves the right to accept or reject it. If early joining is approved, it is the student's responsibility to complete all academic requirements necessary for graduation.

13. Final Placement Offers

- 'The "One Student – One Offer" policy will apply to the Class of 2025. Once a student receives a communication regarding their selection or offer, they will be considered placed and will become ineligible to participate in any further campus placement processes.
- For definition purposes, CTC (Cost to Company) will include fixed salary, variable salary, and other fringe benefits as defined by the recruiter company.
- The Corporate Relations team will organize on-campus placement drives for companies offering a minimum base package of Rs. 5 lakhs CTC.
- The student must promptly accept the placement offer from the company during the final discussion without any conditions regarding location, and subsequently confirm in writing to the company / Corporate relations team within 24 hours of receiving the offer.

14. Post-Placement Obligations:

- Students who have accepted job offers are required to complete any post-placement formalities as instructed by the recruiters and the placement cell.
- They must honor the commitment made to the recruiting company and join the organization on the agreed date.

15. Process & Criteria's as laid down by the recruiters

- The process and parameters specified by the recruiters in the job description are final. The recruiter reserves the right to amend the job description or terms and conditions of employment during the placement cycle. Such amendments may affect



the eligibility criteria, selection process, joining/base location, or other aspects of the offer.

- The institute will not be responsible for any changes in the recruiter's recruitment policy, onboarding timeframe, medical requirements, compensation adjustments, or other terms and conditions set by the recruiting organization.

16. Travel policy for the Campus recruitment process

- After the initial interview, certain organizations may require selected students to attend a final interview at their headquarters or branch office. Students are responsible for arranging their own travel and logistics for these interviews. However, as a supportive gesture, if the interview takes place at the Pune campus, or other specified cities, students may request Institute support for travel by bus or rail to the designated location. Students must submit a formal request and obtain approval from the Head of Corporate Relations for such travel arrangements.
- The Institute will provide a subsidized fixed reimbursement amount for a maximum of three outstation visits, with an overall limit of Rs. 10,000 per student. Additionally, a daily allowance of Rs. 500 (covering local conveyance and food expenses) will be paid to the student during such travel to other cities for interviews. This includes visits for participation in company premises, pool campuses, or alternate KIM campuses for recruitment processes facilitated by the Corporate Relations team.
- All such Travel must be pre-authorized by the Head of Corporate Relations, and claims with bills must be submitted to the finance department for approval within 5 days of the visit.

The travel reimbursement rates for outstation locations/cities are listed below for reference. These rates are based on the average cost of road and rail transport (one-way fare).

Sl. No.	Location	Bus Fare
1	Harihar to Pune / Pune to Harihar	Rs. 1600/-
2	Harihar to Mumbai	Rs. 1800/-
3	Harihar to Bangalore	Rs. 700/-
4	Harihar to Chennai	Rs. 1300/-
5	Harihar to Hyderabad	Rs. 1400/-

17. Rules & Regulations for Final Placement

The placement activity will be guided by the following rules and regulations as mentioned below:



- Registration on Superset is mandatory for all the PGDM students whether they decide to participate in the placement processor not..
- Successful completion of the Business Immersion program is required for eligibility in the Placement process. Submission of the internship completion certificate to the placement cell is mandatory.
- Students chosen for the Business Immersion program at a specific Company or Group of Companies, but who do not attend the Business immersion program at that Company or Group of Companies, are not eligible to participate in final placement opportunities with those entities.
- The accuracy and validity of the data submitted by the student in Superset or to the Corporate Relations team for the purpose of securing final placements will be considered validated and final. Any breach or misrepresentation of this data resulting in rejection will solely be the responsibility of the student.
- After students register on the Placement portal, the Institute will verify the details provided by them. Upon necessary clearances, students become eligible for the Campus placement drive. These clearances include academic scores in percentage, Business Immersion details, Work Experience, Academic backlog, Specializations opted, disciplinary issues, and other relevant information.
- Since the Institute offers dual specialization for PGDM, students must include both specializations in their CVs. Placement opportunities in Superset will be communicated accordingly.
- Students must successfully complete all courses opted for up to the 3rd Trimester to be eligible for the placement process. Students with any backlogs will not be considered for the placement process until the backlog is cleared.
- All graduating PGDM students are eligible to receive placement assistance unless otherwise debarred from receiving such assistance due to non-payment of fees, breach of discipline and general misconduct.
- Participation in STEP activities is mandatory for all students, including career readiness training, practice sessions, current news and business awareness sessions, mock group discussions, practice aptitude tests, guest lectures, mock interviews, and similar activities organized by the Institute. Students must maintain a minimum attendance of 90% in these sessions to remain eligible for subsequent placement processes.
- If a student, after being shortlisted, does not pass the selection process of more than 5 recruiting companies, they will be directed to the Corporate Readiness team for remedial classes aimed at enhancing their corporate readiness. Only after validation



by the Corporate Readiness team will the student be eligible to participate in subsequent recruitment processes.

- Students will have the option to opt out of the placement process for three companies that offer jobs in their preferred specialization. The preferred specialization must be specified in Superset during the registration process.
- Students with less than 60% marks in any academic stage (10th, 12th, or Graduation) must apply to all companies participating in the campus recruitment process that do not have specific academic criteria in their preferred specialization.
- After December 31, 2024, or as announced through notification, all students who have not yet been placed must apply for all companies and roles visiting the campus, considering both specializations they are pursuing in the PGDM course.
- Students will be eligible to apply for all recruiter companies offering specialization-neutral job descriptions (e.g., Management Trainee). It is mandatory for students to apply for these roles; otherwise, they will count towards the maximum of "Three companies" that can be skipped in the process.
- For both on-campus and off-campus placements, students must submit a copy of their final offer letter to the Corporate Relations cell to obtain the final NOC at the end of the program.
- All Student verifications by external agencies and recruiting companies will be conducted only after the Institute receives the final offer or joining letter.
- If a student applies to multiple job notices on campus and is selected by one company, they will not be eligible to participate in further recruitment processes with any other company.
- Few companies may invite KIM students to participate in off-campus or pool campus selection processes at locations such as Pune, Bangalore, Mumbai, Chennai, Hyderabad, or Delhi. The students need to appear for all such opportunities.
- If a student is suspected or found to have consciously underperformed or participated unprepared in a placement selection process, based on verbal or written feedback from the recruiter, they will be subject to disciplinary action. Any recruiter, recruitment, training, or placement-related data, documents, or process information shared with students are strictly for internal circulation and consumption only. Unauthorized dissemination of such information to the outside community by students will be viewed seriously by the institute.
- Students are prohibited from approaching visiting executives, alumni, or any representatives of organizations either formally or informally, or in any manner



communicating with them regarding job opportunities announced by the Corporate Relations Team , unless authorized by the Head of Corporate Relations.

- Students are strictly prohibited from engaging in any behaviour that could be perceived as unbecoming of a graduate of KIM and attract disciplinary action.
- A student selected to attend a guest lecture, PPT, assessment tests, GD & PI, or any event involving direct interaction with corporates must be punctual and dressed appropriately in the designated hall or online meeting.
- The mandatory dress code for all corporate interactions is outlined below:
 - **Gents:** Formal attire, formal shoes, short hair, clean-shaven appearance, trimmed mustache/beard.
 - **Ladies:** Formal attire, closed-toe shoes, hair tied back, no nail polish, and minimal jewelry restricted to ear studs only.
- The Placement Policy document must be signed by the students in hard copy and accepted online on Placement portal Superset.

18. Placement Open House

- "Placement Open Houses" refer to monthly programs organized by the Corporate Relations team to assist students and address their queries.
 - The Corporate Relations team will organize open houses regularly for each class or specialization, as needed.
 - These open houses serve as the main platform for direct communication between the Corporate Relations team, Student Placement Representatives (SPRs), and the students. Attendance at the open house session is compulsory unless prior notification or valid reasons are communicated before the session.

19. Concerns related to placements

- All concerns or transactional queries should be directed first to the student representative of the Placecom team, followed by the Manager Corporate Relations.
- If the student representative or Corporate Relations Manager does not respond or resolve the query within 24 to 48 hours, or if the complainant remains unsatisfied with the reply, they may escalate the matter to the Head of Corporate Relations and the Dean of Academics for resolution.



The scope, processes, rules, procedures, SOP, and other guidelines mentioned above are defined to ensure transparency and clarity regarding the placement process. The Corporate Relations Team reserves the right to modify any or all of these rules and may stipulate additional norms for placements that, in its judgment and discretion, are deemed beneficial for the students and the Institute, both in the immediate and future contexts.

The placement norms are designed to ensure equality and fairness of opportunity for all students. All students are required to adhere to these rules and regulations. Any breach of these rules will be taken seriously by the Corporate Relations team, which will take appropriate disciplinary action against the student as deemed necessary.

The Placement policy has been approved for implementation by the Corporate Relations Team and the Director of Kirloskar Institute of Management, Harihar Campus, effective for the Academic year 2024-2025 for the PGDM class of 2025. Students opting for the Placement Process from the KIM campus are required to thoroughly review the Placement policy and sign a copy as an acceptance of its terms.

Shankar Rane
Head – Corporate Relations, KIM

Dr. Nandeesh. Hiremath
Director, KIM, Harihar Campus