

This document briefly enumerates the process for placements at IMI and related activities, including, corporate relations to promote placements and summer inter-ship, for students who are graduating from the institute. This document also covers the mission, deliverables and operations by various committees formed for carrying out this function in the institute.

To begin with, this document will cover the following areas.

1. Corporate Liaison Committee (CLC)

Team:

This committee will consist of a few students who are good in communication and proactive in nature, to foster relationship with both the corporate clients and support student community as whole.

This committee will be lead by a faculty champion, supported by 3 to 4 senior faculty members including a faculty member from HR.

Operations:

Normally, Director guides the chairperson of the committee in formulating strategies and positioning etc, which will be broken in to smaller group activities carried out by committee members in terms of promoting academic excellence, right positioning with corporate.

Student members' co-ordinate, counsel, and prioritize preferences of the batch for smooth progression towards placements.

Student members also maintain pipeline communication with alumni and corporate contact points all the time.

As a matter of process all communication with corporate shall always be with the concurrence of the chairperson, once the concerned committee approves such communication.

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Mission: “Maximize relations with industry, promote IMI and place students”

Deliverables:

- Support student for industry contacts and interactions during the academics.
- Facilitate summer placements, and final placements.
- Attract, invite, industry people for guest lectures and build relationship.
- Perpetual follow-up with alumni and share thoughts of alumni for IMI growth.
- Seek support from IMI alumni for both contacts and placements of students.
- Organize summers, collect inputs of preferences from graduating students for placements including their career goal and guide them to choose the right one.
- Improve and expand networking both with alumni and industry.

CLC Activity Chart

Summers, → Performance Review → Pre-placement offer → Final placement → Conversion to Final Offer.

Summer placements are normally part of curriculum with a 2 to 3 month training project. SPC normally facilitate summer placements. Details of students are provided to companies by SPC along with the letter inviting them to recruit for the same. This activity is normally conducted immediately after the first term.

CLC normally advises SPC after consulting the chairman likely list of companies who would be interested in summer placements and their existing relationship with the institute etc. Unlike final placements, Summer training selection process is a perpetual one. Normally, companies call for CV's in standard format and SPC to ensure that CVs are complete in all respect. Students selected in one company in selection process are not allowed to appear in any other company.

Companies provide final list of candidates selected, stipend offered etc along with summer placements offer letter. SPC to ensure that the company representative meet some of the faculty members or CLC members personally at the institute campus. Students are required to submit their project report along with certification by the corporate guide for the project.

Lateral placements are normally given to students with work experience and they have the right to accept or reject such offers. Once, they reject all offers, they are at par with freshers.

SPC with the advice of CLC and the targeted organizations normally decides dates for ***final placements***. SPC invites CVs of the students and store the same in an identical format for processing. SPC also takes inputs from Placement Manager in terms of placement brochures with photographs of students and CD consisting of all details for distribution to corporate clients along with letters inviting them to recruit for final placements.

Corporate who are interested are arranged to proceed with the pre-placement talks with the batch as per mutual and convenient time for both of them. Normally, pre-placements talks are a month prior to final placements. On completion of presentations, slotting is done by SPC in consultation with the Chairman and CLC.

Corporate communicates short listed candidates to SPC who in turn with consultation with the chairman and Placement Manager form GD groups and prepare the listings with numbers, names and handover the same to corporate representatives. Normally, institute suggests rehearsals conducted by SPC.

As per normal process, institute can decide whether candidates can accept multiple offers or fix one offer as final with a restriction for appearing in any other company. This normally decided by the Chairman in consultation with FCLC and depending up on market conditions.

Companies are required to submit final offers made with the letters/salary details etc properly signed and stamped along with wait list. Institute will request companies to send individual letters to all selected students.

SPC to ensure that all candidates receive final offer letters with compensation details and send mails thanking corporate clients who selected the candidates and regret letters to those companies whose offer have not been accepted

International placement also follows similar process but for the salary offers with foreign currency and option to withdraw before commencement of recruitment process in the campus.

2.SGAC (Small group activity committee)

Corporate Liaison Committee (CLC) will have a 3 tier small group activity committee, which will drive decisions through frequent interactions, discussions and meetings.

Placement Manager shall be the main person in driving all these groups cohesively.

- a) (SPC)Student Placement Committee – comprising of students from both 1st and 2nd year students from all streams, equally represented. This committee will have 8 to 10 members. Committee members are elected by students and recommended for appointment by Chairman in consultation with FCLC.
- b) (AC)Alumni Committee: Comprising of 10 members from both Junior and senior batches of alumni members in equal proportion.-This committee is selected by FCLC on the basis of performance credentials of the members both during studentship and corporate stint.
- c) (FCLC)Faculty Corporate Liaisons Committee: Comprising of senior faculty members of the institute, who can support on academic commitment, quality excellence and reference points for promoting institutions' image. This committee

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can have 3 members including Registrar of the institute or Dean Academics. This committee is normally elected on yearly basis by the Director.

- Selection for SPC committee is based on of application received, interviews conducted by the Chair person and FCLC
- Selection procedures are subject to modifications as agreed by the chairperson, Director and FCLC members.
- Budget for Spends to be planned and incorporated at the beginning of the financial year by the chairman and approval limit to be fixed for the chairman.

3.CRM (Customer Relations Management)

- CLC is expected to be regularly taking inputs from various senior faculty members of the institute and maintain constant touch with corporate HR Managers for effective placement delivery.
- CLC along with Chair person and senior faculty members, to make minimum 2 to 3 corporate visits for visibility and effective placement as strategy.
- Invite representatives of companies for guest lectures on regular basis and various summits organized by the institute.
- A senior team of faculty to interact with corporate representatives who visit the campus and share happenings in IMI.
- Relationship with corporate to be continuous and some time cold calls can also be made to strengthen bonds with companies.

4. Feed back and Communication

- SPC to call for open house to share ground rules, policies, formats, regulations, updates, issues etc.
- All grievances from students to be addressed in SPC and escalated further to the Chairman of placement committee and then to the Director for resolutions.
- E-mails and notice board to be used by SPC for all important messages, information and listings etc
- Placement Manager has to organize feed back session prior to commencement of placement process in the year and at the end of the placements as well to incorporate improvement points for next year.

5. Data warehouse & Infra management

- Existing system in IMI does not have a centralized and elaborate data base for follow-up and band width increase.
- CLC and chairman of placements to ensure effective software tools are used for CRM.
- CRM tool to cover wider spectrum of details apart from address, phone number, contact person etc. It must be able to provide historical data with various forms of reports and dash boards.
- Alumni details to be regularly updated and uploaded in IMI website.
- Detailed working of batch profile, along with back-up placement options, all documents related to placements to be tagged in the form of PDF format for future reference.
- Concurrent back-up on a fortnightly basis is mandatory for proper data warehousing.
- Placement committee to maintain online intranet system and save all corporate related information, selection, listing, salary offered etc to generate dash boards and analysis.
- Institute to make arrangement for a separate work place either with partitions or room to SPC & CLC for effective delivery. This includes desktops, printer, separate telephone line for a period, mobile connections as suggested by placement manager.

6. Budgeting & Commercials

- Placement Manager in consultation with CLC and the Chairman to budget for various heads of expenditure related to placements, promotion, printing, alumni, gifts, travel, hotel etc at the beginning of the year. Get the same approved by the Chairman and the Director of the institute and share the approved copy with Senior Manager Finance for incorporating in the main budget.
- Placement Manager to follow the normal commercial process for vendor selection for various activities and expenditure in consultation with chairman and GM commercial.
- Placement Manager to ensure optimum quantity of placement brochures, CDs are ordered and properly distributed at a reasonable cost.
- Placement Manager to make effective plans for placement related travel including students and placement team.
- Placement Manager to keep a track of such actual expenditure vis-à-vis budget to ensure that there is no over run.