

**Progressive Education Society's  
Modern Institute of Business Management  
Shivajinagar, Pune**

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**MIBM's Training and Placement Cell**

**\*Rules and Regulations\***

(Students are required to read following Rules & Regulations very carefully and required to furnish declaration and sign)

- 1) Students should register their names by submitting Students' Data Sheet as per the prescribed format given by Training and Placement Cell. **Only those students who have registered are eligible to participate in the placement activities.** Students giving wrong data / information will be debarred from the placement activities.
- 2) Students having **attendance of minimum of 75% average (in Semester I and II)** will be eligible for campus placement assistance.
- 3) Students registering / enrolling for Placement Assistance from the Institute , will compulsorily have to actively **attend all the Training Sessions arranged under Employability Enhancement Program**, failing to which students will be debarred from Placement Assistance.
- 4) Students having more than **two backlogs** will **not be eligible** for placement assistance.
- 5) Exceptionally organizations which are recruiting students having backlog, will be free to reject the students if they wish to do so.
- 6) If the company shortlists / selects a student on the basis of his / her CV, the student has to go through the next stages of the selection process. In case a student opts out after getting short-listed by the company, he / she will not be eligible to participate in further Placement Activities.
- 7) Students once finally selected by a company through campus placement **shall not** be considered for further Placement Activities. **Once a student receives copy of Final Offer Letter or College receives official email about selection, he or she will be considered as "Out of Placement Activity"**.
- 8) After accepting an offer, the student must ensure that he / she **join the company on the required date**, failing which the Institute will not be responsible for any misconduct.

Student accepting the offer, and denying later to join an organization may have to face disciplinary action as decided (by the Institute).

- 9) All communication will be strictly through the Placement Coordinators of MIBM. **No Student will be allowed to approach the company directly or refuse an offer by the company or discuss salary and other details, after the Pre-Placement talk or during the interview.**
- 10) All details regarding opportunities for placements will be displayed on notice board of Institute. **It is entirely the responsibility of the student to check announcements / notices / updated information / shortlisted names etc. on Placement Notice Board.**
- 11) Before applying for any placement opportunity given by T & P Cell, it is students' basic responsibility **to go through respective company's website, read the given job description very carefully and most significantly go through the address / location for work place.**
- 12) Students will be debarred from Placement Activities if they found guilty of misconduct or misinformation or purposely "Under Performing" during the selection process.
- 13) Misconduct of any kind by the students in the company during the interview or Pre-placement Talk will lead to disqualification of the students from the final placement program.
- 14) Students **must wear Uniform** whenever students participate in any interaction with a company. The Placement Cell reserves the right to refuse permission to a student to attend the placement process if they do not dress up formally.
- 15) The student once placed with the companies will have to maintain exemplary behavior and work ethics failing to which the institute will hold them morally responsible as it can result into company not participating in the subsequent Campus Recruitment Program .
- 16) If it is observed that, **any student who initially had enrolled for Placement Assistance but throughout the academic year had not applied for any Placement Opportunity or had not appeared for any interview through Institute's T & P Cell, will be debarred from Placement Assistance.**
- 17) Training and Placement Cell aims to provide placement assistance for all final year students. **Placement is a privilege extended to the students but can't be claimed as a matter of right.**

**Declaration**

I, \_\_\_\_\_, having  
Specialization \_\_\_\_\_ and Roll No. \_\_\_\_\_ hereby  
declare that the I have gone through all the rules and regulations of placement cell very  
carefully and agree and abide by the rules.

(Name of the Student)

(Sign of the Student)