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Post Graduate Diploma in Management

DSBS PLACEMENT POLICY

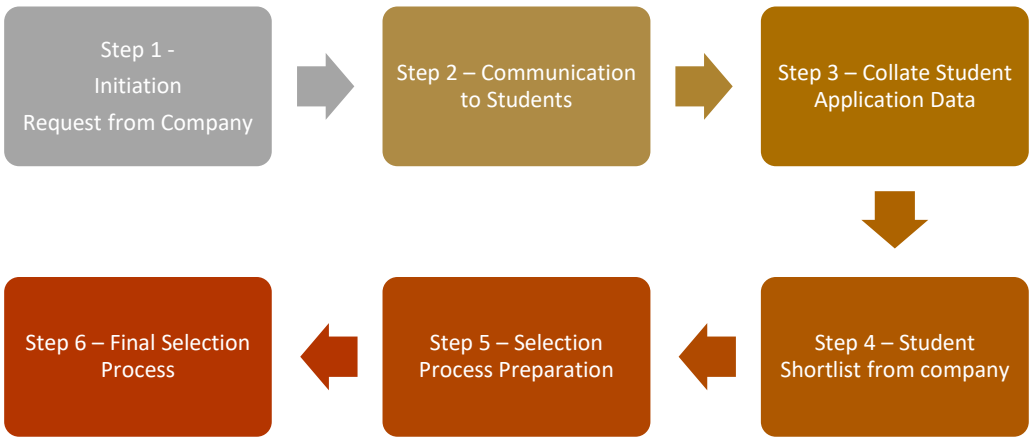
"Everything comes to us that belongs to us, if we create the capacity to receive it" **- Gurudev Rabindranath Tagore**

Dayananda Sagar Business School in Bangalore is a popular choice for top recruiters from all across India. The B-school is proud of the quality education and experiences it provides to its students, which result in successful placements. The programme is intended to provide students with a comprehensive education that includes both theory and practice. Furthermore, students are encouraged to engage in a variety of activities in order to build soft skills and develop an eclectic personality. This distinguishes DSBS students by making them future leaders of the company. The placement policy at DSBS defines guidelines and rules regarding the process of placing individuals in specific roles, positions, or organizations.

PLACEMENT SKILL CAPITAL AND TALENT CONNECT

The DSBS Placements maintains tight relationships with all parties involved, including alumni, faculty, industry, and students. The institution goal is to help students find employment possibilities by serving as a liaison between students and businesses. Through carefully planned initiatives and training programs that close the skill gaps between students and industry expectations, the institution is able to accomplish this goal. DSBS Placements manages its stakeholders through a win-win model, via Talent Connect (Placement Drive) and Skill Capital (Internship Drive). Through the creation of a platform for students and business to interact and realise shared goals, DSBS is able to place every student.

PLACEMENT PROCESS AT DSBS

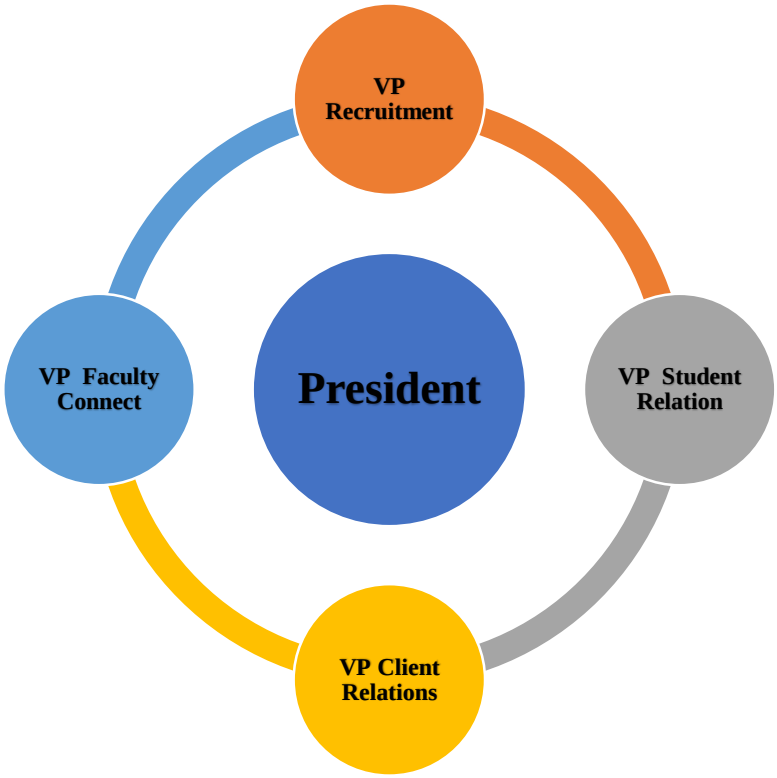


Placement Committee- PlaceCom Pro-X

Since students at Dayanand Sagar Business School, Bangalore are seen as the real torch bearers of the business school, the institute created the first student-led placement committee of its kind, called **"PlaceCom Pro-X," which essentially "was of the students, by the students, and for the students".**

The fact that a student at Dayanand Sagar Business School is encouraged to own up to and make important decisions regarding their career as well as for their fellow classmates shows that the institution consistently fosters leadership and inclusiveness qualities in its students.

A Five-person, self-committed Placement Team called **"PlaceCom Pro-X"** is in charge of the crucial placement-related tasks, having its president as a strong, self-committed individual functioning towards the placement. Each of the five members oversees five crucial major verticals, which are as follows.



President (Social Media Connect):

Roles and Responsibilities of the president are as follows-

1. Maintaining a 360-degree perspective of both strategic and operational aspects assisting student for their career development.
2. Managing social media connect with Company HR, manage the database of recruiters/companies and talent acquisition specialist.
3. Responsible for administering the visit of organizations/ recruiters on campus and acting as facilitators for the smooth handling of the placement process.
4. Address any placement related issues with respect to the students.

Vice President Recruitment:

Roles and Responsibilities of V.P recruitment are as follows

1. Establishing contact with possible employers to discuss and set precise deadlines for live projects, internships, and ultimate placements.
2. Connecting with the recruiters and talent acquisition team with respect to new job opportunities.
3. Assist the president in placement related activities and planned schedules.

Vice President Client Relations:

Roles and Responsibilities of V.P Client Relation are as follows

1. Strengthening and ensuring long-term ties with important stakeholders of various enterprises, as well as with alumni.
2. Planning and hosting of Alumni Meets, managing Alma Connect and maintaining Alumni feedbacks.

Vice President Student Relations:

Roles and Responsibilities of V.P Client Relation are as follows

1. The primary duty of the vice president for student relations is to facilitate a smooth line of communication between the leadership team, the strategy team, and the student fraternity with respect to the job opportunities, placement meets, placement drives etc.

Vice President of Faculty Connect:

Roles and Responsibilities of V.P Faculty Connect are as follows

1. Vice President of Faculty Connect is primarily in charge of maintaining contact and promoting smooth communication between the department heads and their particular department students.

PLACEMENT POLICY

1. The Institute will provide a maximum of Five Opportunities for the candidates to place himself/herself in those opportunities. The student will be withdrawn from the college placement after completing these five opportunities.
2. Once a student is placed in a company through the Campus or Pool Campus Drive, the candidate will not be allowed to participate in any other company's interview process unless it is approved by the Placement office.
3. Students are not encouraged to accept/ decline offers without prior approval of DSBS Placement office.
4. Eligible students looking for placement through the placement cell must register by filling a prescribed opt-in form within the prescribed deadline. Any student who is not interested in placement through institute, should submit an undertaking letter to the Placement Office.
5. The students are required to submit (soft and hard copies) of their CV's in the prescribed format provided by the placement department before the deadline specified by the Placement Office.
6. The onus of authenticity of information disclosed to the placement office is on the student and any discrepancy in the same shall be treated as a case of misrepresentation.
7. All students should maintain confidentiality with respect to the On-Campus job opportunities published by the placement team. Sharing of links and contact details to references external to the institute would be treated severely and would lead to removal from the placement assistance.

8. During the placement process or during the interview, with any recruiter, student, or anybody related to the placement office, **the Institute will not tolerate any inappropriate behaviour on the side of the candidate.**
9. The students must strictly wear their uniforms for the interview's and arrive on time, failing which they will be dismissed from the placement.

Responsibility of DSBS Placement Office

1. DSBS Placements' moto is to provide **equal opportunity to all the students without any favour or discrimination of any sorts.**

2. DSBS Placement will use student-provided data, performance in PGDM and company provided criterion for the purpose of determining student's eligibility for the purpose of placements.
3. DSBS Placement acts only as a facilitator for the placement process, it does not have any influence on the company visiting campus for recruitment. All decisions made with regard to selection of the students will betreated as final. It is DSBS Placements head responsibility to invite as many companies as possible for the campus recruitment. However, the decision to visit DSBS campus for recruitment rests entirely with the company and may be influenced by various factors beyond DSBS control.
4. Every effort will be made from DSBS Placements side to answer all questions the students may have in relation to placements.
5.Institute will provide training to all student through its Industry Preparedness Program (IPP) which includes aptitude training, group discussion training, mock interview training, job specific training etc, regularly during the academic year. All students opting for placement should attend theses training programs mandatorily.

Expectations from Students

1. All students are expected to abide by the placement policy outlined in this document, without anyexception.
2. Information provided by the student about her/ his prior academic performance as well as academic performance during PGDM, will be used for the purpose of placement effort from the Dayananda Sagar Business School.
3. A student will be solely responsible for any discrepancy in the data submitted by them to DSBS Placements. Any deliberate attempt to misrepresent information will result into disqualification for campus selection process.
4. DSBS Placement Office receives placement related instructions from the companies. These instructions maydiffer from company to company. All students are expected to check their emails multiple times a day to ensure they do not miss out on any notifications issued by the DSBS Placements for PGDM students.
5. Once a student confirms her/ his interest in a company by submitting the application and resume throughGoogle form, it is mandatorily required to appear in the selection process unless they do not makeup to the shortlist.

Rules to be followed on the day of Campus placement drive

1. Students should report to the venue 30 minutes before for scheduled time of the Campus. If the process is online, student should login 10-15 minutes before the

commencement of the test/ interview or group discussion.

2. Any late entry to the venue or log-in to the test will be strictly at the discretion of the company.
3. All eligible students should be available at the venue till the completion of all the rounds in the recruitment process.
4. All eligible students must carry the following documents without any exceptions:
    - Updated minimum 2 sets of Resumes in the format provided by your institute
    - Recent colour passport size photographs (Minimum 2)
    - Photocopies of marks sheet/certificate - 10th, 12th, UG all semesters, PG till the last semester
    - Original marks sheet/certificate (10th, 12th UG till Semester, PG till semester)
    - Photocopy of ID proof issued by any govt authority (Voter Id, PAN card, Aadhar Card or Driving license)
5. **All eligible students are required to wear the formal attire on the day of the selection process <u>whether online or offline</u>.**
6. Any attempt to copy or writing test on behalf of others, will result in automatic disqualification from the campus placement process and future placement drives conducted by DSI.

Students Preparedness for the Placement

1. Students are entirely responsible for their own placements by preparing and performing during the process. DSBS responsibility is to invite as many good companies as possible to recruit PGDM graduates.
2. DSBS may arrange or assist students with the following:
    - Standard official resume template
    - Industry Preparedness Programs & Training Session.
    - Sessions on best practices for Personal Interviews and Group Discussions
    - Specialization specific certifications and workshops
    - Recommendations on websites for the preparation of aptitude test such as Indiabix.com
    - Recommendations on functional certifications to improve student profile.
3. Research and read about the company
    - Parent group, shareholding etc.
    - Businesses and locations

- Management structure, CEO, CFO and other CXOs
- Products/ services and positioning, competition
- Recent news

4. Students are also advised to keep abreast of current affairs, especially in the area of economics, business environment and government policies by reading newspapers such as mentioned below:
    - Business Lines / Economic Times /Business Standard /Mint /Any other business journals
5. All students are expected to practice aptitude test intensely as clearing aptitude test often used as elimination step for the further recruitment process. All students are expected to prepare for aptitude test in the following areas:
    - Logical reasoning /Arithmetic / English language /Current affairs
6. Prepare an introduction for yourself on the lines of your resume. Practice introducing yourself (Personal Bio).

The primary objective of the placement office at DSBS is to prepare, develop and upskill students for final placement and a successful career. Further to bring the students and the corporate world together for their mutual benefit (internships, placements, networking, etc.). The final responsibility of student placement rests with the student themselves in choosing companies, jobs, profiles, and cracking the interviews, along with other placement parameters.

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