



Placement Policy for AY 2025 - 26

In the continuously evolving business environment, it is necessary for students to have academic rigor blended with comprehensive industry experience. TIMSR offers its students a unique portfolio of multifaceted management knowledge, industry-oriented skills, global experience and a commitment to uplift society.

Our industry-oriented courses, corporate partnerships, live projects, internships, study tours, domain forums, bridge courses and sessions from global industry experts enable our students to be industry ready, resourceful and relevant. With our experiential learning practices, we imbibe in our students' ethical leadership, respect for individuals, value for the environment and the intent to work for the betterment of society.

The placement cell at TIMSR provides guidelines to students towards a good performance during the selection process and make an informed decision about the placement in companies they would like to apply to. The placement cell ensures transparency of process between the students, the faculty and the employers.

Placement Process

The Placement Cell at TIMSR provides opportunities and guidance for summer and final placements with leading industries. It also organizes sessions, workshops, training and certification programs with leading industry and domain experts to ensure that students are well prepared to participate in the highly competitive placement processes. A robust Student Placement Committee is at the helm of affairs that works round the year to connect with the corporate.

Tenure of the Placement Policy

The tenure of this policy is for two Academic Years of the programme.

Resume

A resume is a formal document that a job applicant creates to itemize their qualifications for a position. The resume of the applicant expresses an interest in a specific job or company and draws attention to the most relevant specifics on the

resume.

Resumes are the first step taken by corporate recruiters and hiring managers to identify candidates who might be invited to an interview for a position. Most resumes include a summary of skills and experience, followed by a bullet list of previous jobs in reverse chronological order and a list of degrees earned. A final section might be added to highlight specific skills, such as fluency in a foreign language, knowledge of computer languages, useful professional hobbies, professional affiliations, and any honors achieved. A resume with a clean layout, simple technical language, easy to read and without any grammatical errors is a mandate for candidates to get shortlisted in pre-screening stage.

Resume Creation:

1. Students need to prepare resumes on two occasions- Summer Internships and Final Placements.
2. The placement cell will provide a sample template in MS Word along with instructions to create a resume.
3. Students will create a resume, taking into consideration the format and instructions. Any other format will not be acceptable.
4. Students will submit the resume to their respective mentor / faculty in charge for review.
5. Mentors / Faculty in charge will review the resume in terms of format, instructions and authenticity of content provided by the students.
6. Placement cell will share a google link for uploading the approved resume.
7. Students will then upload the final version of resumes in pdf format following the naming convention as <First Name> <Last Name> <Programme> <Specialization> <Academic Year>.

Summer Internship

The purpose of summer internship is to give students an opportunity to apply management concepts learnt, explore how a particular industry works, and network with industry peers. understand the emergent trends in the market, interact with clients and analyze real world business problems.

Summer Internship is a compulsory requirement of the two-year full-time MMS programme. Every student of the programme is expected to work in the industry for the period of 2 months (in the months of May & June).

Eligibility Criteria:

Students must comply with all the below mentioned criteria.

1. Full payment of 1st Year program fees and any other dues.
2. Not involved in the matters of breach of discipline and violation of student code of conduct
3. Attendance of not less than 80% in academic lectures and non-academic sessions throughout the program.

Registration:

All students seeking placement assistance for summer internship shall register with the placement cell by reading, understanding the placement policy and signing the placement undertaking.

The opportunities for summer internships and the subsequent roles offered by the companies vary as per the business environment that the company operates in.

Screening & Shortlisting Process:

1. Information of the registered candidates is shared with the prospective employer, by the Placement Cell.
2. Companies shortlist the candidates based on information provided by the students in their registration profile or resume or any other criteria decided by the company concerned.
3. The screening and shortlisting of candidates is at the sole discretion of the company concerned.

Selection Procedure:

1. The selection process and its schedule are decided and governed by the company providing internship. The same shall be communicated to the students by the placement cell.
2. As part of the selection process, the students may be required to appear for Written Tests, Group Discussions, Case Study discussions, Interviews or any other evaluation exercise as decided by the company
3. During the interview, the student shall not negotiate on the role, stipend, location, work timings or any such terms and conditions of internship.
4. Once a student applies to a company, the student must participate in all the stages of the selection process for which the student is eligible for, including Pre-Placement Talk, Case Study, Aptitude Test, Group Discussion, Personal Interview, Extempore, Assignment, or any other Assessment rounds. Failure to participate or withdrawal at any stage will be treated as non-compliance with placement rules, resulting in disqualification from future placement opportunities.

Internship Offer:

1. Students who have been selected in the company through campus selection need to join the same company for internship. Any offers secured either laterally or

through campus, whose results are declared first with the placement cell will be considered as a primary internship.

2. Under any circumstances, students declining the offer secured through campus selection will not be eligible for any further summer as well as final placement assistance.
3. If a student receives more than one internship offer owing to delays in the announcements of results by the companies, the student is bound to accept the internship offer whose results are declared the earliest.
4. Once the student is selected and gets the confirmation from the company, he/she will be treated as placed and will not be considered for any further summer placement assistance.
5. The students who have not got internships with the assistance of the placement cell and have managed to secure a Lateral Summer Internship such students need to submit a copy of their internship offer letter to placement department before the start of the internship else the student will be tagged as unplaced.
6. Students are required to report for their internships at their respective location as per the agreed work timings of the company.
7. Students are required to submit a copy of their summer internship completion letter / certificate along with the industry feedback form duly filled in by their respective industry / summer internship mentor on completion of the internship.
8. Students are required to submit a minimum of 2 testimonials from their key stakeholders from the Summer Internship. The Testimonial could be from the management, supervisor, customer or a full-time colleague from the organization. Students need to take the Testimonials as Text which is duly signed by the stakeholder. These Testimonials need to be mandatorily attached in the Summer Internship Report (Black Book).

Final Placement

Final Placement Assistance is provided in the third and fourth semester of the MMS Program. Following is the process:

Eligibility:

Students must comply with all of the below mentioned criteria.

1. Has made Full payment of 2nd Year program fees and any other dues.
2. Has Successful completion of Summer Internship Program, submission of required deliverables to the company, institute and the placement cell in accordance with the academic requirements.
3. Has Submitted duly signed Placement Policy Declaration.
4. Has Submitted SIP Completion Certificate.
5. Has Submitted duly filled Industry Feedback Form.
6. Has Submitted 2 SIP Testimonials.
7. Has Submitted Final Placement Resume in the institute format given.

8. Is not having any academic backlogs.
9. Has not been involved in matters of breach of discipline and adherence to the student code of conduct during the academic year.
10. Has not been selected or offered by any company during the final placement process
11. Has Not secured any Lateral Placement.
12. Has not received any Pre-Placement Offer (PPO) from the company
13. Has Not Opted Out of placement assistance.
14. Has Minimum 80% attendance in academic lectures and non-academic sessions like bridge courses, guest lectures, conferences, co-curricular, and extra-curricular activities throughout the program.
15. Attendance of 100% in training programs, profile briefing, mock GD/PI, mentoring and all placement preparedness sessions throughout the program.
16. Have not declined Summer Internship offer through campus selection process.
17. Has not denied roles offered by the company during the campus selection process.
18. Has not been involved in conducting any unethical practices during the Internship and final placement process
19. Has been attending the interview process post application to company / profile.

Registration for Placement Assistance:

All students seeking final placement assistance shall register with the placement cell by reading, understanding the placement policy and signing the placement policy undertaking.

Application for Final Placement:

The opportunities for final placement and the subsequent roles offered by the companies vary as per the business environment that the company operates in. A student may apply to any number of companies' subject to the following:

1. If a student has failed to get through 10 attempts (at any stage) of completed processes the students will no longer be eligible for Final Placements and will need to compulsorily fill up the opt out form.; However, such student may be allowed to sit for the placement processes in future only after obtaining approval from their respective Mentor, HoD and the HOI as well as their Parent / Guardian.
2. If the student is found to have less than 5 Applications by the end of December Final Placements; the students are not eligible for any placement. However, such students may be allowed to sit for the placement processes in future only after obtaining approval from their respective Mentor, HoD and the HOI as well as their Parent / Guardian.
3. Student who has decided to opt-out on their own need to fill up the opt-out form and submit the same to the placement cell latest by the end of Semester Three of the programme.

Screening & Shortlisting Process:

1. Information about the registered candidates is shared with the prospective employer, by the Placement Cell.
2. Companies shortlist the candidates based on information provided by the students in their registration profile or resume or any other criteria decided by the company concerned.
3. The screening and shortlisting of candidates are at the sole discretion of the company concerned.

Selection Procedure:

1. The selection process and its schedule are decided and governed by the company providing final placement. The same shall be communicated to the students by the placement cell.
2. As part of the selection process, the students may be required to appear for Written Tests, Group Discussions, Case Study discussions, Interviews or any other evaluation exercise as decided by the company
3. During the interview, the student shall not negotiate on the role, salary, location, work timings or any such terms and conditions as the same is already finalized by the company before approaching the institute. For any negotiations, students need to discuss first with the placement cell at any stage of the process.
4. Once a student applies to a company, the student must participate in all the stages of the selection process for which the student is eligible for, including Pre-Placement Talk, Case Study, Aptitude Test, Group Discussion, Personal Interview, Extempore, Assignment, or any other Assessment rounds. Failure to participate or withdrawal at any stage will be treated as non-compliance with placement rules, resulting in disqualification from future placement opportunities.

Job Offer:

1. Students who have been selected in the company through campus selection need to join the same company for final placement. Any offer secured either laterally or through campus, whose results are declared first with the placement cell will be considered first.
2. Under any circumstances, students declining the offer secured through campus selection will not be eligible for any further final placement assistance.
3. If a student receives more than one offer owing to a delay in the announcement of results by the companies, the student is bound to accept the final placement offer whose results are declared the earliest.
4. The student will be considered PLACED if:
 - a. Placement Cell receives email confirmation of the selection of the

- students from the company.
- b. Placement Cell receives an offer letter for the selected student directly from the company.
 - c. The student received an offer letter from the company.
 - d. If Placement Cell is notified by the company of sending the offer letter directly to the selected student.
 - e. Students inform Placement Cell regarding the selection at a company either through process facilitated through Placement Cell or Laterally. Once the student is considered PLACED, he / she will not be provided with a second opportunity for any other company.
5. If the student finds any discrepancy in the announced and offered profile, he/she may approach the Placement team to resolve the issue.
 6. If the student finds any difference in the CTC offered, he/she may reject the offer post consultation with the placement cell and HoD.
 7. Students are not permitted to request any organization to keep an offer pending and delay the date of joining. Any such request shall be considered a serious breach of the placement norms.
 8. Students should not open the channel of communication with the prospective employer. All the communication shall be routed through the Placement Cell only, before joining.
 9. Students are required to report at their respective joining location as per the agreed terms and conditions with the company.
 10. The students who are not placed with assistance from the placement cell but have managed to secure a Lateral Placement; such students need to submit a copy of their final placement offer letter to the placement department.

Exclusion and Opt-Out of Summer Internship & Final Placement Process

Student(s) shall be excluded from the summer internship and final placement assistance and will be asked to fill in the Opt-Out form if:

1. The student has misrepresented information and facts in their resume.
2. The student is not participating in the selection process after registering for the company.
3. The student is deliberately underperforming during the selection process.
4. The student does not agree on the offered role, stipend / salary, location, work timings or any such terms and conditions.
5. There is any disciplinary action suggested, recommended or taken by the company.
6. The student is Not Joining / Not Showing up / Not Reporting on Day 1 at the company / reporting location.
7. The student engages in non-ethical means during their interaction with

the employees of the company.

8. The student does not adhere to the code of conduct; dress code as prescribed by the organization and maintain professional decorum.
9. The student breaches the terms and conditions mentioned in the placement policy.
10. In the event of students being poorly dressed, inappropriately groomed or committing any other act which dilutes the Institute Brand, Placement Cell reserves the right to bar the students from the Campus Placement process.

Other Guidelines

Code of conduct

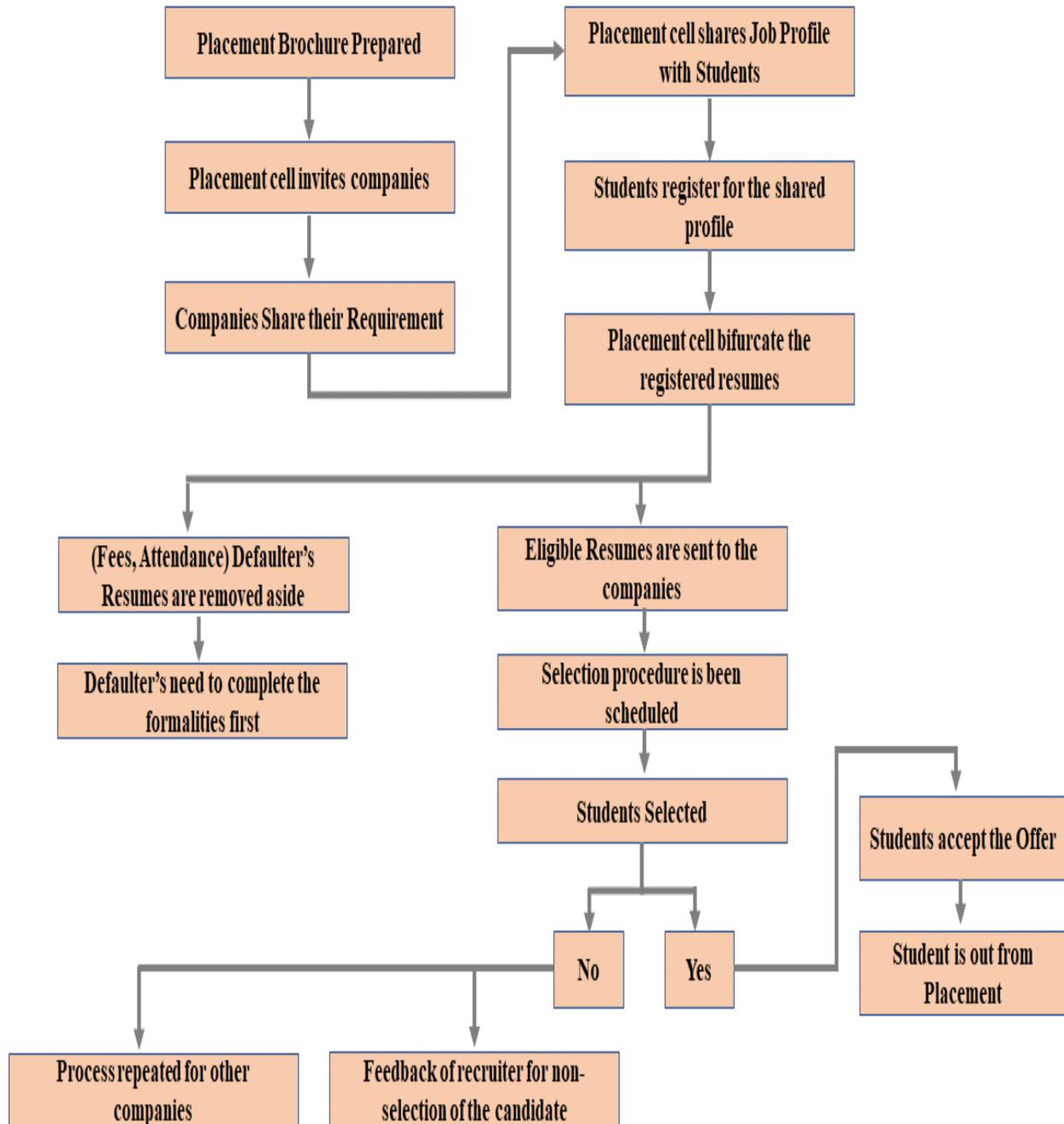
1. Students are expected to behave in a dignified and professional manner, in their interactions with the company. This refers to overall conduct and includes attendance, dress code, body language and verbal as well as non-verbal communication.
2. All interaction must be in English language only. Serious action would be taken against the students, if found using unsolicited language during the Campus Placement process.

Dress code

1. Students must always be dressed in College Uniforms/ Business Blazers, for any interaction with the company during the placement process and during any event/ conferences/corporate visits etc.
2. Clean Shaved / well-trimmed is a must for the male candidates.
3. Girls should tie up their hair neatly and jewelry and makeup should be minimum and as per corporate etiquette.

Dr. Vidaya Nakhate
Director, TIMSR

Placement Process Flowchart





Laxmi Singh Charitable Trust's (Regd.)

**THAKUR INSTITUTE OF
MANAGEMENT STUDIES & RESEARCH**

(Approved by AICTE, Govt. of Maharashtra & Affiliated to University of Mumbai)

- ISO 21001 : 2018 Certified
- Accredited with A+ Grade by National Assessment and Accreditation Council (NAAC)
- MMS Program Accredited by National Board of Accreditation (NBA)

Website : www.timsmumbai.in
www.thakureducation.org

Name & Address of the Student

Roll No.:

Specialization:

Date:

To,
 The Director,
 Thakur Institute of Management Studies and Research
 Kandivali (E), Mumbai- 400 101.

Dear Sir,

I, Ms./Mr. _____ belonging to ‘**Master of Management Studies (MMS) Batch 2024 - 26**’ at ‘Thakur Institute of Management Studies & Research’, Mumbai, hereby undertake that I have thoroughly read the Placement Policy and will abide by the rules and regulations pertaining to it. As needed, I will be available for all academic activities and examinations of the Institute and University of Mumbai from time to time. I understand that I shall be liable for suitable disciplinary action in case of any violation of the guidelines, as well as the Placement Rules and Regulations.

Name and Signature of the Student

Name and Signature of the Parent / Guardian

I hereby confirm and authenticate that the above signatures belong to me & my parent / guardian