

Placement Policy



INTERNATIONAL INSTITUTE OF HEALTH MANAGEMENT RESEARCH

Plot No 3, Sector - 18 A Dwarka, New Delhi-110075, INDIA

amended on 1st July 2024)

[Signature]
Director
International Institute of
Health Management Research
Dwarka, New Delhi

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Director
International Institute of
Health Management Research
Dwarka, New Delhi

Mission Statement:-

The purpose of the Placement Policy is to facilitate the placement of registered students at the International Institute of Health Management Research, Delhi (IIHMR Delhi), guided by fair and consistent principles and sound administration. The policy shall govern the overall process of placements transparently from the initial registration till the job offer is made to students.

IIHMR Delhi Placement Policy sets out the roles and responsibilities of the placement cell of the Institute and guidelines to be followed by the students participating in the placement activities. A clear identification of the roles and responsibilities shall ensure that the placement activities of IIHMR Delhi are committed to providing full placement assistance to students at the institute. It shall make every effort to invite and host as many companies as possible to the institute for placement/internship. IIHMR Delhi shall start inviting companies for placement and internship drives from the beginning of the placement session. Placement Cell shall approach all the potential employers/companies and solicit their support in recruiting students from IIHMR Delhi.

IIHMR Delhi Placement cell division will include Dean / Associate Dean – Placement & Alumni Relations, Manager - Placement & Alumni Relations, Placement & Alumni Relations Officer, & and Faculty advisors. It will also consist of elected placement student representatives,

Role of Placement Cell / Department

1. The placement cell of IIHMR Delhi develops a corporate relationship and rapport with potential recruiters and conducts Placement presentations at various companies regularly.
2. Get the Empanelment done of the institute with different organisations in the healthcare industry.
3. Developing and maintaining a corporate database with the help of the Director and faculty.
4. Organise pre-placement talks to final interviews, followed by joining formalities, and other administrative activities.
5. Maintains student data & resume bank.
6. Continuation and sustenance of placement activities within the stipulated period, to facilitate the placement process.

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7. Organising rigorous grooming and training sessions for employability and skills enhancement.
8. Organising the career counselling sessions by experts.
9. Organising mock interviews, resume writing, and GD skills development sessions.
10. Coordinating all the activities related to the Placement Division with students and the faculty coordinator team.
11. The Students Placement Representative functions as a channel of communication between the Placement cell and the students.
12. PRs will support in exploring and visiting the different organisations, get the details, and submit them to the Placement Cell for further processing.

IIHMR Delhi Placement process is divided into two sections: -

Section (I) First, students are required to complete their **dissertations**. Timeline for the dissertation will be three months from March to May.

Section (II): Final Placement after May.

The mode of Placement shall be both online/offline as per the choice of the organisations. The placement process begins in October.

Campus Placement process: -

- After getting the requirements from the organisation, the placement cell conveys the message to students regarding the companies visiting the campus for recruitment and ensures maximum student participation in placement-related activities.
- Round 1 - Scrutiny Round, where the list will be shared with the Company for initial scrutiny.
- Round 2 - Technical Round, where a written Test may be taken if required by the company.
- Round 3 - HR Round, where GD and Personal Interview may be scheduled if the candidate clears all the above rounds.

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Final selection will be conveyed to the selected candidates via email, and selected candidates need to share acceptance of the shared offer within 24 hours.

General Guidelines: -

- i. All the students who wish to participate in the placement activities organized by the institute must REGISTER themselves. It is mandatory.
- ii. However, if students do not wish to avail the options floated by the institute as part of the Placement, they must fill out the OPT OUT form. Once a student has filled out the OPT OUT form, the student shall not be allowed to join during the mid-cycle of the placement activities.
- iii. IIHMR Delhi strictly enforces the ONE STUDENT ONE JOB OFFER policy.
- iv. During the placement cycle, only three opportunities shall be given to each student.
- v. The IIHMR Delhi Placement Cell is **not stream-specific**. All opportunities are open to students from all specialisations — Hospital, Health, and Health IT. Students may apply based on the job description and their interests. If a student does **not apply to at least ten opportunities floated by the institute**, they will be **excluded from the placement cycle**.
- vi. **Students will not be allowed to withdraw once the company placement process commences. Any withdrawal shall result in the students being barred from future placement drives.**
- vii. As a part of the dissertation, any student who receives a job offer that is not suitable for him/her in any way. It will not be counted as a JOB OFFER from IIHMR Delhi.
- viii. In case any student fails to qualify, they may be given the opportunity after the entire placement cycle is completed. This shall be on a case-by-case basis, not mandatory.
- ix. After getting a job offer from any organisation, the student shall **NOT** be allowed to sit in any future interviews.
- x. In a situation where the student has a job offer and it is not taken up by the student, the same shall be considered as **PLACED**, and he/ she will not be allowed to appear for any further interviews scheduled by IIHMR Delhi Placement Cell.


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- xi. In a scenario where a student gets an opportunity on their own or through any of their connections, they should inform the Placement Cell within two working days of receiving the opportunity.
- xii. All communication regarding placement activities for the students will be sent by the Institute Placement Officer.
- xiii. All opportunities related to summer internships and final placements will be **available only through Digiicampus**. Students must apply **exclusively through Digiicampus**. Applications or queries via email, WhatsApp, or phone calls will **not be entertained**. In case of technical difficulties, students may contact the IT Department (**provide contact details here**). Please note, **NOC or No-Dues Certificates will not be issued** if a student has not uploaded their details on Digiicampus.
- xiv. The official mode of communication is **Email only**; usage of WhatsApp/Telegram or any messaging site is discouraged. It should be used judiciously.
- xv. Students are prohibited from contacting any recruiting organisation or its representatives directly regarding the placement process, selection procedures, or interviews. Any student found to have contacted a recruiter via call, WhatsApp, or any other means to influence the recruitment or selection process, or to raise complaints or allegations against the recruiting organisation, will be immediately **debarred from all placement activities**. In such cases, the student will be considered **placed** by the institute.
- xvi. **No location, profile, or organization preference** shall be entertained by the placement cell.
- xvii. Students appearing in any international organization interview must have a valid passport with a minimum of 1 year's validity. Students with invalid or nearly expired passports will not be allowed to participate in interviews for international organizations.
- xviii. Any issues related to placement activities should be forwarded to the respective Student Placement Representative, and it is his/her responsibility to take it up with the Placements Cell.
- xix. Students who secure placement through campus recruitment **must give their commitment to complete at least one year** with the organisation, to maintain a positive relationship


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between IIHMR Delhi and the recruiters. Exceptions will be considered only in cases of **medical or genuine family emergencies**.

Code of Conduct: -

- i. The dress code for attending an interview is the IIHMR Uniform in both online and offline modes. In case of exigencies, the attire can be a formal Shirt/Trousers in Black or White shade.
- ii. The students should be properly groomed with neatly combed hair, ironed uniforms, and black-covered shoes. Strictly **no** multicoloured bellies, sneakers, or casual dressing will be allowed.
- iii. Girls should refrain from bright colours of nail paints and fancy streaks of hair. Boys should have neatly trimmed beards. In case of any tattoos, they should be covered properly.
- iv. Students should carry a copy of their resume or documents as advised by the recruiter.
- v. Students must behave properly. In case of any reported misconduct by the student during the interview, the student shall be debarred from the Placement cycle.
- vi. Students should wear their Student ID cards during pre-placement talks and interviews.
- vii. Students are not allowed to use mobile phones during the interview process.

Tips to get good placements: -

1. **Learning attitude for professional development:** - There should be a positive learning attitude; it's the student's attitude that decides the fate of employment. Stay updated with the latest trends, research, and developments in the healthcare sector by attending workshops, webinars, Industry Visits, Industry Experts Lectures, & Alumni Talks.
2. **Flexibility** – Be flexible while accepting the offer/ location/ job role/opportunity from the recruiters.
3. **Confidence & Positive attitude** – This is a must while facing placement interviews and being a good listener.
4. **LinkedIn:** - Build a strong LinkedIn profile and connect with professionals in the healthcare sector. Participate in relevant groups and discussions to increase your visibility.

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5. **Technical Skills** -Enhance your skills (Communication/ presentation/ soft skills) and update yourself with knowledge of healthcare technologies, such as Electronic Health Records (EHR) systems, medical coding, and data analytics.
6. **Seminars/workshops/Conferences** – Attend seminars/ workshops/ conferences conducted by the institute by in-house faculties, alumni, and industry experts to gain knowledge and for skill development.
7. **Faculty Mentor-Mentee Program & Alumni Mentor-Mentee Program:** - Active involvement in Mentor-Mentee programs. Mentors can provide guidance, support, and advice on navigating your career path.
8. **Volunteering and Live projects:** - Participation in organising the conferences, seminars, and workshops organised by the institute. Gain practical experience through internships, volunteer work, or part-time jobs in healthcare settings and co-curricular activities. This hands-on experience is invaluable and demonstrates your commitment to the field.
9. Attendance is **compulsory** for all placement-related activities, including:
 - a. Mock interviews / GD
 - b. Grooming sessions
 - c. Soft skills workshops
 - d. Presentation skills sessions
 - e. CV writing sessions
 - f. Alumni talk.
 - g. Pre-placement talks.
10. Any violation of the policy by the student shall be considered misconduct, and the necessary action will be taken. The Institute reserves the right to change/modify any or all of the above-mentioned rules and procedures whenever it is deemed necessary to do so.

Dr. Sutapa B. Neogi

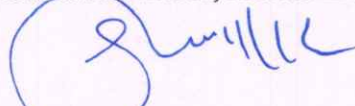
Director



IIHMR Delhi

Dr. Sumesh Kumar

Associate Dean, Academics & Student Affairs



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