

“PLACEMENT POLICY”



**INTERNATIONAL INSTITUTE OF HEALTH MANAGEMENT RESEARCH,
Plot No 3, Sector - 18 A Dwarka, New Delhi-110075, INDIA.
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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 run smoothly and efficiently.

IIHMR Delhi Placement cell consists of elected student representatives, faculty advisors and placement officer.

IIHMR Delhi placement process is divided into two sections: -

Section (I) First students are required to complete their **dissertation**, Timeline for dissertation will be three months i.e., 15th January to 15th April.

Section (II) Final Placement after 15th April.

The mode of placement shall be both online/offline as per the choice of the organizations. The placement process shall begin the month of October.

General Guidelines: -

- i. Students need to complete all the academic requirements before start of placement cycle such as: a) All the course exams should be clear (No re-appear) b) Summer-internship presentation and report submission. C) Approval of dissertation synopsis
- ii. All the students who wish to participate in the placement activities organized by the institute must REGISTER themselves. It is mandatory.
- iii. However, in case student does not wish to avail the options floated by the institute as a part of the Placement they must fill the OPT OUT form. Once student has filled the OPT OUT form the student shall not be allowed to join mid cycle of the placement activities.
- iv. IIHMR Delhi strictly enforces ONE STUDENT ONE JOB OFFER policy.
- v. During placement cycle, only three opportunities shall be given to each student.
- vi. As a part of the dissertation in case any student gets a job offer which is not suitable for him/her in any way. It will not be counted as JOB OFFER from IIHMR Delhi.
- vii. 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-to-case basis not mandatory.
- viii. In case where the student has been given a job offer the student shall NOT be allowed to sit in any future interviews.

- ix. 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
- x. In a scenario where a student gets an opportunity on their own or through any their own connect, they should keep the Placement Cell informed.
- xi. No student will approach any organization on their own with the placement cell is coordinating. In case any such information comes to the notice of placement cell the student shall be barred from placement cycle.
- xii. All communication regarding placement activities to the students will be sent by the placement officer.
- xiii. The official mode of communication is Email, usage of what's app / telegram or any messaging site is discouraged. It is only to be used judiciously.
- xiv. Participation in any Pre-Placement talk conducted by the Placement Cell is advisable for all students irrespective of the placement status.
- xv. No location, profile or organization preference shall be entertained by the placement cell.
- xvi. Students appearing in any international organization interview, must have a valid passport with a minimum of 1 year validity. Students with invalid or near expiry passport will not be allowed to sit in interviews for international organization.
- xvii. 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 Placements Cell

Code of Conduct: -

- i. Dress code for attending interview is IIHMR uniform both in online and offline mode. In case of exigences the attire can be formal Shirt/Trouser in Black or White shade
- ii. The students should be properly groomed with neatly combed hair, ironed uniform, and black covered shoes. Strictly **No** multicolor bellies, sneakers, or casual dressing will be allowed
- iii. Girls should refrain from bright colors nail paints, fancy streaking of hair. Boys should have neatly trimmed beard. In case of any tattoos, it should be covered properly
- iv. Students should carry a copy of resume or documents as advised by the recruiter
- v. Student must behave in proper manner, in case of any reported misconduct by the student during interview the student shall be debarred from placement cycle.
- vi. Students should wear their Student -ID card during pre-placement talks and interviews.
- vii. Students are not allowed to use mobile phones during interview process.

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