



## Summer Internship and Final Placement Policy

*The Corporate Relations Department (CRD) office of NSB Bangalore facilitates all eligible students pursuing their 2-year full-time MBA to get suitable summer internships and final placements by bringing reputed corporates for recruitment purposes on a best-effort basis.*

*The CRD allows all eligible students to go through the internship and placement process until each one gets ONE valid offer from any of these organizations. While it is entirely left to the student to avail of this opportunity, all those participating in the NSB Bangalore summer internship and placement process will be required to carefully go through, accept, sign, and abide by the **“Summer Internship and Final Placement Policy”** outlined below.*

### **Summer Internships**

*The summer internship is a mandatory component of the 2-year full-time MBA Program at NSB Bangalore. The internship is for eight weeks between April and June, and corporations offer projects to students on a full-time basis.*

*Based on requirements, corporations can make pre-placement offers (PPOs) to students after gauging their performance during the internship.*

*All students registering for summer internships through the CRD Office must strictly follow the rules and regulations detailed below during the entire process.*

### **Rules and Regulations:**

- *There is a policy that each student is eligible for one internship only.*
- *The first internship that they secure will be their summer internship.*
- *Every student participating in the campus process is expected to apply to corporates based on their interests. If a student withdraws from a corporate process after applying, he/she will be deregistered and unable to apply for further internships through the CRD office.*



- Suppose a student gets an internship from anywhere other than the CRD Office. In that case, he/she should inform the CRD Office immediately so that all applications and pending processes for the internship for the concerned candidate through the CRD office can be withdrawn.
- Each student may avail a maximum of two (2) Corporate processes (process implies any stage beyond resume shortlisting such as written test, Group Discussion, Personal Interview, etc.) during the applicable academic year.
- CRD office will monitor the number of processes attended by each student and take a sign-off post for attending 2 corporate processes, beyond which it will be at the sole discretion of the CRD.
- If a student gets more than one offer in a single day, then he/she can choose between them at the end of the day. The choice should be communicated to CRD after the decision has been made on the same day.
- Once a corporation announces an offer, the student is duty-bound to accept the terms and conditions stipulated by the corporation offering internship projects and cannot withdraw from the same. Doing so will result in removal from the final placement process.
- All students who get the offer through campus or off-campus should submit a copy of their offer letter to the CRD Office within 24 hours without fail.
- The final selection and offering of projects, stipends, and posting location to the respective student/s will be the prerogative of the corporation making the offer.
- If a student does not report or leaves the process of the corporate he/she is interning without prior information and approval from the respective company officials, the CRD Office, he/she will be deregistered and kept out of the final placement process by the CRD office.
- Students are accountable for all information/data access provided by the corporation and should strictly abide by the policies and procedures laid by the corporation for



*internship. Any violation brought to the notice of CRD will be viewed seriously, and the student will be solely responsible for facing action by the corporation. NSB Bangalore will also initiate due disciplinary proceedings.*

- *As part of the project requirement, any Non-Disclosure Agreement (NDA) required between the interning student and the concerned corporation shall be mutually decided between them. NSB Bangalore will not be liable or responsible for any breaches.*
- *It is the duty of student(s) to conduct themselves professionally both inside and outside the organization. If any disciplinary action is reported against the student, NSB Bangalore will not be responsible, and the student will be suspended from the program immediately. Students must adhere to all reporting norms and performance parameters per the MBA Program requirements during the internship.*

## **Final Placements**

*The following policy norms will govern all students registering for the final Placement process through the CRD Office during the entire duration of the process:*

### **Rules and Regulations:**

- *In order to be included in the Campus placement process of NSB Bangalore, each student MUST ensure a minimum of 80% attendance in the career development lab (CDL) and 4 certifications on their Major specializations.*
- *Students with active backlogs will not be eligible for placements until they clear them.*
- *There is a policy that each student is eligible for one offer only.*
- *The first offer they secure will be considered their final placement offer.*
- *Every student participating in the campus process is expected to apply to corporates based on their interests, and if a student withdraws from a corporate process after applying, he/she will be debarred for the next 5 companies visiting the campus on their Major Specialization through the CRD office.*



- Suppose a student gets an offer from anywhere other than the CRD Office. In that case, he/she should inform the CRD office immediately so that all applications and pending processes for the concerned candidate through the CRD office can be withdrawn.
- Each student may avail of a maximum of SEVEN (7) corporate processes (process implies any stage beyond resume shortlisting such as written test, Group Discussion, Personal Interview, etc.) during the current academic year.
- CRD office will monitor the number of processes attended by each student and take a sign off post attending 7 corporate processes beyond which it will be at the sole discretion of the CRD.
- If a student gets more than one offer in a single day then he/she has the option of choosing between them at the end of the day. The choice should be communicated to CRD after the decision has been made on the same day.

#### **Pre-Placement Offer (PPO) Policy:**

Students who receive an offer from any organization, through the efforts of CRD team members, NSB Faculty (Full-time and Visiting), and through Summer Internships PRIOR to campus placements must inform the CRD office within 24 hours of receipt.

- A) This would be treated as ONE offer under the Placement policy.
- B) PPOs offered according to the summer internships, either through campus efforts or on students' initiative, will also be considered ONE offer under this policy.
- C) The minimum CTC norm for PPOs will be decided and declared by the CRD office every year, depending on market conditions. The minimum CTC norm for the current year has been decided as **INR 4 Lakhs**.

#### **Guest Lecture (GL), Industrial Visit and Pre Placement Talks (PPT) policy**



*Guest Lectures and other events arranged by CRD occasionally are an integral part of campus. Corporate relations are being organized to facilitate the final placement process and are MANDATORY for all students notified to attend the talk.*

*CRD will also facilitate companies desiring to address the batch of their profile, plans, roles, and opportunities by inviting them for Pre Placement talks (PPT) in the campus before the placement process.*

### **Time slots for PPT**

- *Will be notified in advance based on the corporates' preferences. However, there may be unavoidable last-minute changes that the students are requested to accept in their best interest.*

### **PPT norms**

- *The CRD office would like to ensure maximum student attendance in each PPT. Given the recruiter's time and effort in organizing this program, this is important.*
- *Whenever multiple PPTs happen simultaneously, student allotment will be done by a CRD cell, and an attendance system will be maintained.*
- *Students walking in late for a PPT or walking out before the conclusion of the PPT will be removed from that corporate placement process.*
- *The students attending the PPT by the corporates are requested to give their USN No. To the CRD Department to ensure your attendance is updated at academics on the same day. The Department will not entertain last-minute changes.*



## **Career Development Lab**

*The CRD office will conduct a Career Development Lab to help you prepare for the campus recruitment program. It is essential that you take these sessions seriously, and it is mandatory that you clear the required parameters set by the CRD Team, failing which you will be debarred from campus placements.*

### **Application (Expression of Interest (EoI) and Resume) Policy**

- *Students should upload their application (customized resume) in PDF in response to the recruiter's job postings, which will be announced in advance.*
- *Students should submit applications only for opportunities that they are serious about. Once a student applies, it cannot be withdrawn under any circumstances, and it will be taken as the intent of the student to join the recruiting company if the recruiter makes an offer.*
- *All relevant students' profiles will be shared with the recruiters before the commencement of the campus recruitment program.*
- *Minimum CGPA eligibility norms will be as per the NSB policy.*
- ***This year, a minimum of 6.0 CGPA in the MBA program would be the criteria for eligibility for Placement.***
- *Students will be considered out of the placement process as and when they get their first offer from any of the recruiters to whom they have applied. Any exception to this clause will be at the discretion of CRD.*
- *Students should convey their acceptance of the offer per corporate policies.*

**Students will be debarred from the Campus Placement process on the following grounds.**

- *NEGOTIATING the Salaries/Job Location during the Interview Process.*



- *No further negotiation will be entertained once the student has completed his/her final interview.*
- *Applying directly to recruiters who have confirmed their participation in the placement process without the knowledge of the CRD office*
- *Contact the recruiters directly for any matter that affects the class placement process.*
- *Non-participation in Guest Lectures/Preplacement presentations and other CRD-related activities.*
- *Students contemplating the offer and declining it after enrollment without notifying the CRD Team will be ineligible to participate in the semester examinations.*

### **NSB Bangalore Discipline Code (Policy)**

*Under the fundamental principles and convictions of the NSB CRD Office, all students must uphold the utmost standards of ethics, integrity, and professionalism when engaging with recruiters.*

*Every student participating in the placement process MUST ensure the following:*

- *Students must be present in formal business attire (White shirt and formal trousers and footwear) for Guest Lectures, Events, Preplacement presentations, and Interviews). No slippers, shorts, etc. are entertained.*
- *Students must pay attention and participate in the Guest Lectures/Pre-placement presentations. Chit-chatting, reading newspapers, or any distractions while attending such programs is strictly prohibited.*
- *Should truthfully represent himself/herself. An example of a violation of this clause is falsifying the information in the resume on educational qualifications, experience claimed, honours obtained, suppression of facts etc. Resumes are subject to random checks. If any violation is identified, due disciplinary action will be taken and such students will be debarred from the Campus Placement Process.*
- *Should not fabricate or plagiarize any information concerning their curriculum.*



- *Should not seek, receive, or obtain an unfair advantage over other students. Students may get various opportunities to interact with recruiters under their positions or by assignments, but there is no forum where they can push their candidature. Examples of such violations may include giving a resume directly instead of routing through the CRD Office, pushing one's own candidature, etc.*
- *You should personally uphold and abide by the values, purpose, and rules of the NSB Bangalore Discipline Code in letter and spirit.*

## **Participation in the Campus Recruitment**

- *If a recruiter comes for interviews later than their preferred tier slot, only students still in the placement process can be interviewed by these recruiters.*
- *Students cannot arrive late for the interview or cancel interviews that have already been scheduled. Any cancellation must be communicated directly to the CRD Office 24 hours before. Only a valid reason for the cancellation will be considered at the discretion of the CRD.*
- *Students who skip interviews without prior intimation and those who attend interviews using personal influence with corporates involved in the campus placement will be excluded from further participation in the Placement process.*

## **Offer acceptance policy**

- *“An offer made” is defined as follows: A recruiter’s decision to hire the student at the end of their Placement process comprises of filling up the Offer Acceptance Form (OAF) and signing the same as per the format, getting it countersigned by the student and handing over the same to CRD Office. The form should indicate the designation and CTC offered.*
- *Once a student gets a campus offer, he/she cannot refuse the offer under any circumstances and will be considered out of the placement process.*
- *If a student gets more than one offer during the announcement of results, he/she can select anyone within 1 hour. However, if there is a delay on the company’s part in*



*announcing the result, the CRD office will deal with it on a case-to-case basis.*

- *If a student receives the offer directly from a campus recruiter, he/she must inform the CRD office immediately upon receipt of the same, or suitable action will be initiated.*
- *Students attending off-campus interviews must inform the CRD Office, and if the recruiters ask for any verification/reference, the same should be routed through the CRD Office only.*
- *All the offers extended on campus are subject to your successful course completion and fulfilling all the requirements as prescribed by NSB Bangalore.*

### **Students undertaking for joining and minimum service norm**

*Some strategic corporates insist that students recruited from campus after a thorough selection process join them and serve a minimum period. Anyone violating the above will lead to the institution getting blacklisted by them. Hence, in the long-term interest of the school and future batches, students getting recruited through the campus process with select corporates MUST give an undertaking separately and abide by the norms stipulated therein.*

### **Post-Placement responsibilities**

*All placements obtained through CRD are PROVISIONAL and will be confirmed ONLY in the last week of your graduation based on the following norms:*

- *There will be regular classes, assignments, and events organized by NSB Bangalore, which you are mandated to attend both in the larger interest of the school and your interest,*
- *In case of any unapproved absence or indulgence in malpractices, CRD will initiate appropriate action, either as guided by the competent authority (or) suo moto, which will include revoking your final placement offer.*

*I hereby declare that I have read, understood, and accepted the aforementioned policies and agree to abide by the rules stated.*



*Full Name:*

*USN Number:*

*Signature*

*Date:*