

CMA

CAMPUS PLACEMENT PROCESS, POLICY & GUIDELINES



DIRECTORATE OF STUDIES – TRAINING & PLACEMENT
**THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA**

Statutory Body under an Act of Parliament

CMA Bhawan, 12 Sudder Street, Kolkata – 700 016

Behind Every Successful Business Decision, there is always a **CMA**

ABOUT THE INSTITUTE

The Institute of Cost Accountants of India (ICAI) is a Statutory Body set up under an Act of Parliament in the year 1959. The Institute as a part of its obligation, regulates the profession of Cost and Management Accountancy, enrolls students for its courses, provides coaching facilities to the students, organizes professional development programmes for the members and undertakes research programmes in the field of Cost and Management Accountancy. The Institute pursues the vision of cost competitiveness, cost management, efficient use of resources and structured approach to cost accounting as the key drivers of the profession.

With the current emphasis on management of resources, the specialized knowledge of evaluating operating efficiency and strategic management the professionals are known as "Cost and Management Accountants (CMAs)". The Institute is the 2nd largest Cost & Management Accounting body in the world and the largest in Asia, having more than 5,00,000 students and 85,000 members all over the globe. The Institute operates through four regional councils at Kolkata, Delhi, Mumbai and Chennai and 110 Chapters situated at important cities in the country as well as 11 Overseas Centres, headquartered at Kolkata. It is under the administrative control of the Ministry of Corporate Affairs, Government of India.

MISSION STATEMENT

"The CMA Professionals would ethically drive enterprises globally by creating value to stakeholders in the socio-economic context through competencies drawn from the integration of strategy, management and accounting."

VISION STATEMENT

"The Institute of Cost Accountants of India would be the preferred source of resources and professionals for the financial leadership of enterprises globally."

Institute Motto

असतोमा सदरामय
तमसोमा ज्योतिर गमय
मृत्योर्मांमृतं गमय
ॐ शान्ति शान्ति शान्तिः

From ignorance, lead me to truth
From darkness, lead me to light
From death, lead me to immortality
Peace, Peace, Peace



The Institute of Cost Accountants of India reserves the right to change/modify any or all of the above-stated Placement policy / guidelines / rules / procedures whenever deems necessary.

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1. OVERVIEW

The Institute of Cost Accountants of India (a Statutory Body under an Act of Parliament), a Professional National Premier Accounting Body, acts as an enabler to bridge the gap between the Academia and Corporate/Professional world. One of the major roles of the Placement Cell of the Institute is to facilitate and counsel qualified Cost Accountants through placement related activities round the year.

Placement Cell does not guarantee a job, rather it nourishes and grooms the qualified Cost Accountants with high level of professional guidance to become job-ready. 12 Days Pre-Placement Orientation Program is conducted to transform those aspiring Cost Accountants more industry friendly, skilled and marketable.

The various components of the Pre-Placement Orientation Training Programs include sessions on Presentation Skills, Group Discussion Skills, Debate Skills, Interviews Skills & Mock Interviews, Contemporary issues, Professional tit-bits, etc. Company-specific orientation program is also conducted for the target students prior to all the placement drives organized by the Institute.



2. CAMPUS PLACEMENT PROCESS

- The Placement Cell invites prospective organizations every year for campus placements at different locations. The organizations, in turn, may also contact the Placement Cell directly to meet their human resource requirement.
- Company/ Organization fills in a CIS (Corporate Information Sheet) containing details of the job offer [pay package, location, post, job description and other details] along with the preferred dates of campus visit.
- Placement Cell allots specific dates to the companies for campus interviews based on various details given by companies. The company/ organizations confirm the dates with the Placement Cell in advance.
- The details of the respective students opting for placement are sent to the company/organization concerned, as per their requirement, along with the updated Placement Brochure indicating dates and other relevant details for the campus interviews at different locations.
- All information regarding campus placement is being regularly updated in the website of the Institute and the students are duly informed through mails, messages and phone calls.
- Companies visit the campus on the allotted date(s) and conduct presentations/ written tests / GD / Personal interviews according to their scheduled recruitment process.
- If required, telephonic interviews or online interviews may also be arranged.
- The company/ organizations are requested to declare the final list of selected students on the same day of campus visit.
- The company should hand over the duly signed hard copy of the final selection list to the placement cell.
- Placement Cell announces and inform the final list of selected candidates immediately.



3. CAMPUS PLACEMENT – GENERAL POLICIES & GUIDELINES

- The role of the Placement Cell is of a **facilitator and counselor for placement related activities. It does NOT guarantee a job.** Applying for a company or joining a company is entirely the responsibility/decision of the student concerned.
- The placement facility is only available to the students who have registered online along with Pre-placement Orientation Program.
- ***One job to one student at the first instance.*** If a student is offered a job in a slot, he/she will be de-registered from the placement process and would not be allowed to appear in any further processes till campus placement activities are over. The job offer may also be telephonic from the Company/Placement Cell followed by e-mail.
- If a student receives more than one job offer in one slot, he/she has to choose one of the jobs by the end of the slot which has been offered first and will be blocked for other job opportunities accordingly.
- Students must keep their Identity Card with them at the time of Company Presentation/ Written Test/Group Discussion/ Personal Interviews, and produce the same when asked by the visiting team, Placemen staff or their representatives.
- No student other than Placement Team is allowed to contact the company officials for any purpose without prior permission of the Placement Cell.
- Once the student appears for the placement process, the student cannot reject the offer made by the company (in whatever format it is offered - email, written communication, telephonic conversation, direct offer during interview process) in search of availing another offer in course of time.



- In case, if a company has a specific requirement/request, Placement Cell may nominate a set of individual student(s) and it is mandatory that they should attend the interview.
- Each student shall be permitted to accept only one valid offer.
- If a company wants to start its process before the slotted day and time, they may be permitted to do so in consultation with the Placement Cell; but they shall declare the final offer on the particular day when the company is slotted in the campus placement.
- All correspondence to and from the company will be routed through the Placement Cell only.
- The Institute is no way responsible, if a student who is and primarily short listed in multiple companies, misses out any interview process of any particular company due to overlapping interview schedule/process/time. However, primarily shortlisting is not a guarantee for final short listing by the company.
- After accepting a job offer, if any student decides to withdraw his/her acceptance, he/she must inform the company concerned through the Placement Cell immediately. But in such a case his/her candidature will be blocked for further placement opportunity.
- If a student makes any false claim in his/her resume, his/her registration at Placement Cell may be liable to be cancelled immediately. If the student has already received a job offer, it would be revoked.
- It is the sole responsibility of the student to check that he/she meets all the eligibility criteria which might be required at the time of joining (academic, experience, medical, etc.).
- Any kind of indecent behavior during the placement engagement sessions may lead to cancellation of registration.
- The Placement process may be conducted in both physical and / or online mode as per the requirement of the company or depending upon other situations.
- The students should abide by prevalent rules and regulations of the Institute during the placement process.



4. CAMPUS PLACEMENT POLICIES & GUIDELINES FOR STUDENTS

- The Placement Cell is committed to provide equal job opportunities to all the students who have successfully completed Pre-Placement Orientation Program.
- Students should carry with sufficient number of CVs/photographs/attested Xerox copies of the testimonials and original certificates with them during campus placement activities.
- After accepting a job offer, if any student decides to withdraw his/her acceptance, he/she must inform the company concerned through the Placement Cell immediately.
- The students selected through campus interview are required to complete all the necessary formalities (e.g. medical test etc.) asked by the employer and will join the organization within stipulated time. He/ she will keep the Placement Cell updated regarding his/ her progress in the Company.
- Each student shall be eligible for only one offer till a confirmed offer is accepted by the student duly offered by the company officially. However, acceptance of offer will be based on first-come-first-serve basis.
- A company is free to make their choice of students irrespective of their qualifications, caste, creed, sex, age, marks and experience.
- Any student will be allowed to sit for maximum 4 Campus Interviews during physical mode of campus placement and after that shall not be allowed to appear for the campus placement till the whole batch is placed / open campus is conducted.
- A student who has accepted an offer is expected to join on the given joining date and should always keep informed the Placement team about joining.



- In case a student who is placed through the institute campus placement process, accepts private placement as well in another company; he/she must inform the Placement Cell about his/her stance on this immediately.
- If a student wants to opt out from the placement support of the Institute, he/she must submit in writing/e-mail to the Placement Cell before the commencement of the placement process. In case anyone would like to withdraw from the Institute's Placement support after the commencement of the Placement Process, he/she may be allowed to do so provided he/she is not amongst students whose interview/selection process is under progress.



5. CAMPUS PLACEMENT POLICIES & GUIDELINES FOR CORPORATE

- The Placement Cell shall decide on various slots for companies. No company will be allowed to announce job offers before the slotted day and time.
- If, for any reason, a company wants to conduct its process before the slotted day and time they may be permitted to do so with the consent of Placement Director; but they shall announce the final offer on the particular day when the company is originally slotted.
- Company has to disclose job description, post, location and pay package (CTC) etc. prior to visit the campus.
- Corporate Participation fee is to be fully cleared as per the schedule within stipulated time.
- In case of short listing of a student in multiple companies and interview process running at the same time, recruiters may miss certain candidates due to time constraints/overlapping interview slots.
- The company/ organization is required to furnish the final list of selected students on the same day of campus visit.
- The company should hand over the duly signed hard copy/e-mail the final selection list to the placement cell within a reasonable time period.
- In case the company is unable to declare the result on the same day, the student is allowed to participate in other companies and the final status will depend upon first-come-first-serve basis.
- Contact no. of HR/others of the company cannot be shared with the students.



- If a particular organization is unable to finalize the results on the same day and wish to have more rounds of interviews, may do so within a weeks' time and the final result has to be declared immediately.
- All correspondence to and from the company will be routed through the Placement Cell only.
- The competent authority of the Institute may take a critical review of the company If it becomes unable to recruit finally selected student(s) even after a substantial period of time of final round of selection.



6. GUIDELINES FOR APPEARING IN CAMPUS PLACEMENT DRIVE

- Students should be punctual and adhere to the prevalent rules, regulations and timings.
- Students should be formally dressed and well groomed.
- Students should carry all relevant testimonials (Ex. Resume, Copy of educational certificates, photograph, Govt. id proof, Institute id card, etc.).
- Students should be well versed with the company profile, job description and other details.
- During the entire placement process student should behave ethically and exhibit reasonably fair code of conduct.



7. STUDENTS MAY BE DEBARRED FROM CAMPUS PLACEMENT OPPORTUNITY

- Students who have not attended Pre-Placement Orientation Program.
- Students who fail to achieve 90% attendance target in pre-placement Orientation Program.
- Student registers to attend an interview process and on the day of interview doesn't turn up.
- Does not attend placement process despite nomination having been given with prior consent of the student.
- Withdraws himself/herself from the placement process Mid-Way.
- During the placement process, if a student –
 - tells the company that s/he does not want to join them
 - speaks negatively about the company or the Institute
 - behaves in an unacceptable manner
 - misbehaves with the Placement team/Company officials
 - directly contacting / canvassing HR or other officials of the prospective organization without the permission of the Placement Cell
 - deliberately jeopardizes any other student's chances of getting selected
- Students are required to follow a formal dress code at the time of placement selection process. In case any student fails to follow the code he/she may not be allowed to appear in the process.
- Once a student receives an appointment letter or is finally shortlisted for appointment which is communicated by the company/Institute even through telephone/e-mail, it is assumed that the student will join the organization. If the selected student did not join the



organization, then he/she will be debarred from any other activity conducted by the placement cell.

- Even after the campus placement, students are required to maintain proper discipline and conduct as per the professional code of conduct of the institute. In case of any non-compliance or an act of indiscipline, the Institute may be constrained to debar the defaulting student from future placement activities.
- No one should request to Placement Cell for any undue advantage.
- Canvassing in any form is liable to cancellation of registration.
- Disseminating negative message/false statements/rumors through Social Media and other means may cause debarment from all kind of placement activities.

Participating Companies in May 2021 Campus Placement Drive



Highest Package ₹22 Lakh p.a. | Average Package ₹10 Lakh p.a.

Few Participating Companies in Earlier Campus Placement Drives



And Many More

SKILLS TRAINING PARTNERS





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