

Vision: To be among the best institutions for management education in the country.

Mission: Develop leaders and professionals through quality management education to serve businesses and society sustainably.

Roles & Responsibilities – Head-Training & Placements

Job Title: Head-Training & Placements		Based at: VJIM Hyderabad	
Department: Placement		Reports to: Director	
Roles & Responsibilities:			
Placement Strategies:			
1	Develop industry-academia advisory relationships to understand changing employer expectations and support to collaborate the same into academics.		
2	Develop, seek approval and execute the annual placement strategy for students.		
3	Prepare the placement calendar and ensure all placement activities are executed.		
4	Prepare placement brochures, recruiter presentations, student profiles, and corporate communication protocols.		
5	Plan, prepare and seek approval for placement targets for different specializations such as Marketing, Finance, HR, Operations, and Business Analytics.		
Corporate Relations:			
1	Develop long-term partnerships with corporates for placements, internships, projects, and industry engagement.		
2	Identify and approach new companies every year for campus recruitment.		
3	Negotiate recruitment requirements, salary packages, job profiles, and other terms with companies		
4	Build and maintain strong relationships with recruiters, HR heads, and industry professionals.		
Campus Recruitment:			
1	Invite companies for campus recruitment and manage the entire recruitment process.		
2	Ensure pre-placement talks, aptitude tests, group discussions, interviews, and final selections happen smoothly.		
3	Ensure smooth execution of on-campus and virtual recruitment drives.		
Student Readiness:			
1	Guide students regarding career options, industries, job roles, and specialization choices.		
2	Support students in making informed decisions about job offers and career opportunities based on their skills and interests.		
3	Assess students career-readiness and identify skill gaps		

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1	Plan strategies and work with faculty and external trainers to improve students industry readiness.
2	Ensure trainings and mock interviews in aptitude, communication, group discussions, personal interviews, resume writing, and soft skills are conducted before placements.
Industry & Institutional Engagement:	
1	Organize guest lectures, corporate talks, industry visits, conclaves, and networking events.
2	Build an active alumni network for placement support in coordination with the Alumni department.
3	Ensure that placement activities follow institutional policies and student placement guidelines.
4	Ensure transparency and fairness in the placement process.
Placement Team & Data Management:	
1	Prepare placement reports for management, accreditation bodies, rankings, and regulatory requirements.
2	Maintain accurate records of recruiters, job offers, packages, students, and placement statistics.
3	Track metrics such as placement percentage, average CTC, highest CTC, median CTC, number of recruiters, new recruiters, and internship conversion

Sd/-

Prof (Dr.) Bharat Bhushan Singh
Director, VJIM