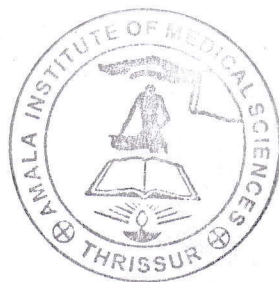


AMALA INSTITUTE OF MEDICAL SCIENCES (AIMS)
AMALA CENTRE FOR CAREER GUIDANCE & PLACEMENT
ASSISTENCE (ACCP)

PLACEMENT POLICY- 2024-2025



The **Placement Policy** for **Amala Institute of Medical Sciences (AIMS)** is designed to provide structured and fair opportunities for students and interns seeking employment in the healthcare and medical sectors. Additionally, the Amala Centre for Career Guidance & Placement Assistance (ACCP) helps fulfil doctor vacancies in the hospital as per requirements. It establishes clear guidelines for students and interns, recruiters, and the cell ensures an efficient and transparent recruitment process. This policy is issued with reference to Amala Centre for Career Guidance & Placement Assistance (ACCP), a beneficial service driven by students and interns, guided by faculty under the guidance of the Director, AIMS. Any amendment to this regulation can be made by the Board of Management in the best interest of the institution, ensuring alignment with its objectives, policies, and overall well-being.

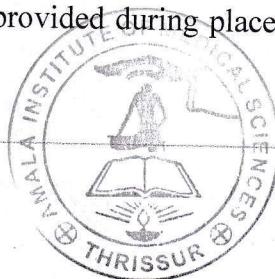
The primary purpose of the **Placement Policy** at AIMS is to help interns secure job opportunities in reputed hospitals, research institutions, pharmaceutical companies, and other healthcare organizations, establish a structured and unbiased placement process that benefits both interns and recruiters, equip students with the necessary skills, knowledge, and confidence to excel in job interviews and professional roles, foster relationships between AIMS and healthcare organizations to create more employment and internship opportunities, and ensure the interns and recruiters adhere to ethical standards, maintaining the institute's credibility in the medical field.

Objectives

The AIMS placement policy, 2025 aims to provide career guidance, internship assistance, and job placement support to students and interns pursuing medical education. It ensures that students are well-equipped for clinical practice, higher education, and research opportunities both in India and abroad. This policy applies to all undergraduate (MBBS), postgraduate (MD/MS/DNB), and paramedical students of the institution.

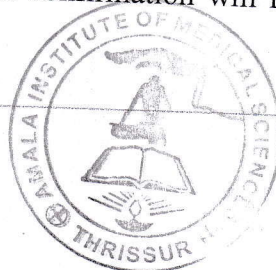
Guidelines For Placement Drives Conducted in AIMS

The Office of Amala Centre for Career Guidance & Placement Assistance (ACCP) serves as the central coordinating body for all recruitment-related processes. These guidelines aim to facilitate a seamless experience for both recruiters and interns by outlining the standard protocols, expectations, and support services provided during placement drives conducted at AIMS, which is given below:



A. Healthcare Institutions and Hospitals Participation

- Healthcare institutions and hospitals must register with AIMS before participating in the placement drive.
- Institutions must provide valid credentials, including hospital registration, accreditation details, and an official letter of authorization from the HR department/ Placement office.
- Recruiters must comply with AIMS policies and ensure transparency regarding job roles, salaries, and terms of employment.
- Recruiters must adhere to ethical hiring practices and ensure a fair selection process.
- Discrimination based on gender, caste, religion, disability, or any other factor is strictly prohibited.
- Employers must maintain professionalism and ensure a respectful environment for candidates.
- All job offers must clearly outline salary structure, benefits, work hours, and employment terms.
- Any deviations from the agreed-upon terms must be communicated to AIMS and the candidates.
- Hidden costs, contractual obligations, or misleading information in job postings will lead to disqualification from the placement drive.
- Institutions must conduct a structured hiring process, including aptitude tests, technical interviews, and HR discussions.
- The timeline and selection stages must be pre-approved by AIMS and communicated to interns in advance.
- No undue pressure should be applied to candidates for immediate acceptance of job offers.
- Offer letters must be issued within the stipulated time frame agreed upon during the placement drive.
- Institutions should facilitate onboarding and induction programs for newly hired employees.
- Any withdrawal of job offers after confirmation will result in blacklisting from future placement drives.

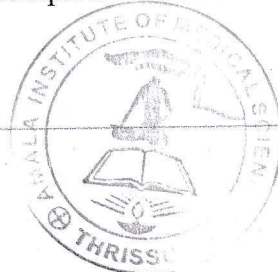


- Institutions must comply with labour laws, healthcare regulations, and AIMS guidelines in all recruitment practices.
- Any grievances or complaints regarding recruitment practices must be addressed through AIMS' grievance redressal mechanism.
- Hospitals or institutions found violating guidelines may face penalties, including suspension from AIMS placement drives.

B. Code of Conduct for Placement of Interns of AIMS

AIMS, through its strong institutional network, offers interns career opportunities via a structured placement process (see also Annexure-1) coordinated by the **Amala Centre for Career Guidance & Placement Assistance (ACCP)**. It is given below:

- Interns recommended by the Principal Office, after meeting eligibility criteria, will be invited to register with ACCP for the final placement process.
- All registrations must complete before the deadline. Interns needing support must approach the ACCP officer before the cut-off date.
- Interns opt out of placements must submit a formal declaration in the prescribed format available at ACCP.
- Participation is only permitted for interns who have registered for a specific placement drive. Late or ineligible registrations will not be accepted.
- Interns must meet all criteria specified by recruiters (e.g., marks, electives). Falsifying eligibility or registering despite being ineligible will invite disciplinary action.
- Placement drives will be initiated upon requests from recruiting organizations. Details (name, job role, eligibility, etc.) will be emailed to interns' registered IDs.
- Pre-Placement Talks (PPT) are mandatory for registered students. This session allows students to understand the company and role offered. If job details are incomplete before the talk, students may withdraw from the process (if permitted by the recruiter).
- Interns must attend all phases of the selection process punctually and remain until it concludes.
- Formal dress code is mandatory for all placement-related events (both online and offline). Professional grooming, conduct, and etiquette are strictly required.
- Interns must bring required materials (completed Resume and three Passport size photographs) for offline drives.



- Interns are responsible for arranging necessary equipment for online drives: laptop/computer with camera, strong internet connection, headphones, and familiarity with virtual platforms (Zoom, MS Teams, Google Meet, WebEx, etc.).
- Interns must thoroughly review job/institution profiles before registering to make informed decisions.
- Interns must ensure all data submitted during registration of Placement drive is accurate and complete. Inaccuracies may result in disqualification and further disciplinary action.
- Interns must not personally contact recruiters or healthcare institutions (including through family). All communication must be routed through ACCP.
- All information will be sent via the official email ID provided during registration. Interns must check emails daily. Updates may also come via ACCP representatives.
- All correspondence with recruiting organizations must go through ACCP. Direct contact without written ACCP approval is prohibited.
- Placement activities occur on AIMS campus or off-campus venues designated by the healthcare organization/ hospitals. Both are considered on-campus placements.
- ACCP follows a **One Student – One Offer** policy. Once a student receives and accepts an offer (including PPOs), they will be withdrawn from all future placement drives.
- Interns must serve at least one year with the hiring organization or fulfill any contractual obligation agreed upon during recruitment.
- Rejection of a job offer after the selection process begins is deemed unprofessional and may lead to disqualification from future placement opportunities.
- Interns must submit a copy of the appointment/offer letter to ACCP once received.
- Interns securing placements independently (off-campus) are free to continue participating in ACCP-led campus placements.
- Interns are encouraged to approach placement coordinator for clarification or grievances related to placements. Final decisions rest with the Director, AIMS.
- If an intern faces harassment or unethical behavior during a placement drive, they must report it immediately to ACCP with evidence. The management will take necessary action against it.



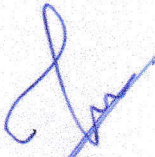
Conclusion


- The Placement Policy at Amala Institute of Medical Sciences ensures a structured and fair recruitment process, providing students with the best possible career opportunities in the medical field. It also helps recruiters access skilled healthcare professionals trained at AIMS.
- For queries or support, students may contact ACCP:
- 🕒 Office hours: **Monday to Friday, 9:00 AM – 5:00 PM (Excl. AIMS-declared holidays)**
- 📞 Faculty will not respond to calls/emails sent to personal contact details or after 5:30 PM.

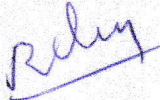
Contact Information

For placement-related queries, students can contact:

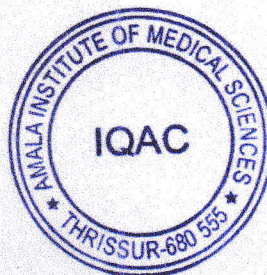
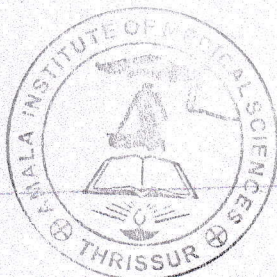
Placement Coordinator: Dr. Twinkle Wilson
Email: placement.office@amalaims.org
Phone: 8301095810
Office Location: IQAC


Report Submitted by: Dr. Twinkle Wilson C, Placement Coordinator, ACCP, AIMS, Thrissur


Verified by: Dr. Deepti Ramakrishnan, Vice Principal, IQAC & ACCP Coordinator, AIMS, Thrissur

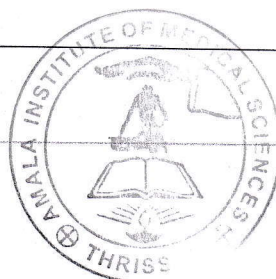

Approved by: Dr. Betsy Thomas, IQAC Chairman and Principal, AIMS, Thrissur

Date: 28-06-2025



Interns to make a note of the structure of the ACCP for their information:

Sl. No.	Functionality	Faculty In-Charge of Functionality
1.	Patron	Rev.Fr. Antony Mannummel, CMI Associate Director
2.	Patron	Rev.Fr. Antony Perinchery, CMI Joint Director
3.	Principal, AIMS	Dr. Betsy Thomas
4.	Faculty Coordinators	-Dr. Deepti Ramakrishnan, IQAC Coordinator & Vice- Principal - Dr. Athira K R (Community Medicine)
5.	Faculty Advisors	Dr. Boban Babu, (Professor, Forensic Medicine) Dr. Diana Antony (Assistant professor, ENT) Dr. CK Thesneem (Assistant professor, General Surgery)
6.	General Manager HR & Legal	Adv. Piljo Varghese
7.	External Career Councillor	Dr. Deepu Jacob Chako Dr. Clint Vaz
8.	Placement Coordinator	Dr. Twinkle Wilson C
9.	Student Coordinators	Mr. Vishnu Manoj (2023) Ms. Raisa Ann Aju (2022)
10.	Alumni & Mentorship Liaison	Dr. Rakesh L John Dr. Febin Antony
Reporting and Overall Coordination with Rev.Fr. Julious Arrakkal CMI (Director, Amala Institute of Medical Sciences (AIMS), Thrissur, Kerala)		



Annexure-1

Amala Institute of Medical Sciences (AIMS)

Talent Connect & Placement Framework, 2025

Introduction

The Placement Cell at Amala Institute of Medical Sciences (AIMS) is dedicated to facilitating employment opportunities for our graduating interns by connecting them with reputed healthcare institutions, research centres, and organizations across India and abroad. Talent Connect & Placement Framework, 2025 outlines the official procedures for the placement season.

Objectives

- To ensure smooth coordination between interns, faculty, and recruiters.
- To provide professional career guidance and support.
- To invite reputed hospitals, clinics, research, and healthcare organisations for recruitment.
- To maintain transparency and standard protocols during the placement process.

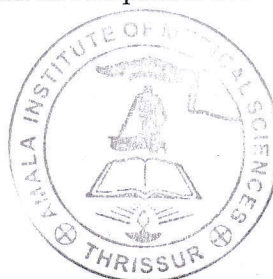
Definitions

- **Hosted Placement Drive:** One institution (host) provides the venue and facilities for another institution to conduct placements. The host institution may or may not participate in the hiring process.
- **Off-Campus Drive:** When an institution organizes a placement/recruitment event outside its campus, usually at another institution's premises.
- **Institutional Recruitment Drive:** If an institution is conducting recruitment (e.g., hiring faculty, staff, or researchers) at another institution.

Placement Preparation Activities

The Placement Cell conducts the following training and development activities:

- **Career Counselling Sessions**
- **Mock Interviews**
- **Resume Building Workshops**



- **Soft Skills & Communication Training**
- **Clinical and Research Presentation Skills**

Step-By-Step AIMS placement process is illustrated below:

Stage I: Submission of Hiring Requirements

The placement process at Amala Institute of Medical Sciences (AIMS) begins with recruiting organizations sharing their hiring requirements with the Amala Career & Placement Cell (ACCP). Companies are requested to submit the following:

- **Job Descriptions (JDs):** Including roles and responsibilities, required qualifications, preferred skills, and location of posting.
- **Company Overview:** A brief introduction to the organization, including its mission, values, and work environment.
- **Recruitment Details:** Information about the selection process, compensation structure, bond agreements (if any), and joining timelines.

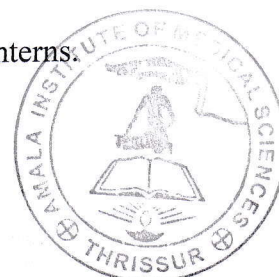
This information helps the ACCP and interns understand the expectations and prepare accordingly.

Stage II: Registration among Interns

Before company-specific activities begin, ACCP initiates a registration process among interns. This step helps identify interns who are interested in participating in the placement drive. Registered interns are notified about relevant job opportunities based on their academic background and preferences. It applies to all undergraduate (MBBS), postgraduate (MD/MS/DNB), and paramedical interns of the institution.

➤ **Eligibility Criteria**

- Interns of AIMS enrolled in undergraduate, postgraduate, or doctoral programs.
- Interns must have cleared all internal assessments and university examinations up to the current semester.
- No disciplinary action should be pending against the interns.
- Mandatory registration with the ACCP.



➤ Registration Process

1. Eligible students must fill out the **Placement Registration Form** through designated Google Form.
2. Submit the following documents:
 - Updated CV/Resume
 - Academic transcripts
 - Certificates (if any)
3. Attend the **Pre-Placement Orientation Session**.

Stage III: Pre-Placement Talk (PPT)

Once the hiring information is received, the organization is invited to conduct a **Pre-Placement Talk (PPT)**. This session can be held either in-person or virtually, depending on the organization's preference. The objectives of the PPT include:

- **Introduction to health care institution:** Sharing insights into the company's background, values, vision, and achievements.
- **Role Clarification:** Elaborating on the job profile(s), key responsibilities, growth opportunities, and career progression paths.
- **Interaction with interns:** Addressing interns queries and clarifying doubts about the job, work culture, or recruitment process.

This stage allows interns to make informed decisions about to apply for the role.

Stage IV: Application Submission by Interns

After the PPT, interested interns who meet the eligibility criteria are invited to apply for the position. The application process typically involves:

- **Resume Submission:** Interns submit their resumes in the prescribed format.
- **Supporting Documents:** Any additional documentation such as academic transcripts, certifications, or cover letters, if requested.
- **Application Deadline:** All submissions must be made within the stipulated timeframe to ensure smooth coordination with the recruiters.



ACCP compiles and forwards the intern applications to the hiring organization for shortlisting.

Stage V: Submitting Profiles to Hiring Organization

Once applications are received and compiled, ACCP submits the profiles of interested and eligible candidates to the respective hiring organization. This submission includes intern resumes and any other supporting documents as per the organization's requirements. The submitted profiles form the basis for the next stage of shortlisting and assessment.

Stage VI: Pre-Placement Talk followed by Selection Process

This stage begins with the Pre-Placement Talk (PPT) conducted by the hiring organization, followed by the screening and selection process for registered and eligible interns. The Pre-Placement Talk includes an introduction to the company, job role explanations, and a Q & A session to engage with students.

The selection process may consist of one or more of the following components:

- **Aptitude/Screening Test:** To evaluate logical reasoning, problem-solving ability, and domain knowledge.
- **Group Discussion (GD):** To assess communication skills, teamwork, and leadership potential.
- **Technical Interview:** To evaluate subject matter expertise and practical understanding.
- **HR or Personal Interview:** To understand the candidate's aspirations, cultural fit, and long-term goals.

The Placement Cell coordinates all logistics, including scheduling and communication between interns and recruiters.

Stage VII: Announcing Results and Offer Rollout

After the completion of the selection process, the hiring organization shares the list of selected candidates with ACCP. The following steps are then taken:



- **Result Announcement:** ACCP is officially announces the results to the candidates through email or notice boards.
- **Offer Letter Distribution:** Selected students are issued offer letters either directly by the organization or via ACCP, which include detailed terms of employment and job specifics. Once a student accepts an offer, they will be considered placed and automatically withdrawn from the placement pool, making them ineligible for any further placement opportunities.
- **Onboarding Information:** Recruiters may provide details on onboarding procedures, joining dates, required documents, and training schedules.
- **Feedback and Closure:** The Placement Cell gathers feedback from both recruiters and students to enhance the effectiveness of future placement drives and ensures a smooth transition for selected students.

Conclusion

The Talent Connect & Placement Framework, 2025, reflects the commitment of Amala Institute of Medical Sciences (AIMS) to empower its students with the skills, support, and opportunities needed to succeed in their professional journeys. Through structured procedures, transparent practices, and active engagement with reputed healthcare organizations, the ACCP aims to bridge the gap between academic training and career readiness. This framework serves as a guiding document for all stakeholders—interns, faculty, and recruiters—ensuring a seamless and mutually beneficial placement experience. As we continue to grow and adapt to the evolving landscape of healthcare and research, AIMS remains steadfast in nurturing capable, compassionate, and competent professionals for the future.

For any queries or further assistance, please contact: office of Amala Centre for Career Guidance & Placement Assistance (ACCP)

Email: placement.office@amalaims.org

Phone: +91-8301095810



ANNEXURE 2

Amala Institute of Medical Sciences (AIMS)

Office of the Amala Centre for Career guidance & Placement Assistance (ACCP)

Placement Registration Form – 2025

(For Final-Year Undergraduate, Postgraduate, and Paramedical Interns)

SECTION A: PERSONAL INFORMATION

Full Name (as per academic records):

Date of Birth (DD/MM/YYYY):

Gender: Male Female

Contact Number:

Email ID:

Permanent Address:

SECTION B: ACADEMIC DETAILS

Program Enrolled: MBBS MD MS DNB Mch

Department / Specialization:

University Registration Number:

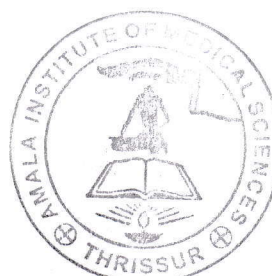
Status of Academic Clearance (as of date): All exams cleared Pending results

Backlogs (specify): _____

Are you under any disciplinary proceedings? No Yes (details to be attached)

SECTION C: PLACEMENT PREFERENCES

Preferred Career Domains (select all that apply):



- Clinical Practice
 Research
 Teaching
 Public Health
 Hospital Administration
 Pharmaceutical Industry
 Others: _____

Preferred Job Locations (India/Abroad/Specific Cities):

Willingness to Relocate: Yes No Depends on the opportunity

SECTION D: DOCUMENTS TO BE SUBMITTED

Updated Resume / CV

Copies of Academic Transcripts (latest semester)

SECTION E: DECLARATION

Declaration Form for Internship/Campus Recruitment Process

I, (Full Name), studying in Year, pursuing (Program Name), wish to be a part of the Internship/Campus Recruitment Process. I hereby declare that the information furnished above is true and complete to the best of my knowledge. I affirm that I shall not engage in any conduct that may tarnish the reputation or goodwill of the Institute in any manner whatsoever. I confirm that I have thoroughly read and understood the Placement Policy 2024–2025 and have been made aware of all the rules, regulations, and applicable penalties. I undertake to fully adhere to the guidelines laid out in the Placement Policy 2024–2025. I also understand that upon accepting an offer through the Amala Centre for Career guidance & Placement Assistance (ACCP), I will be considered as "placed" and will no longer be eligible to participate in any further rounds of the placement process.

Signature of the Student: _____

Date: _____

Student ID: _____

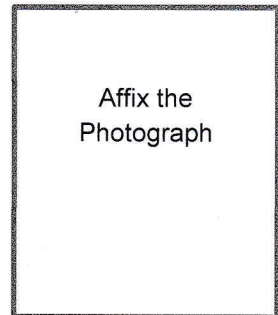
Verified by:

Signature of Faculty Advisor / Class Coordinator

Name: _____

Designation: _____

Date: _____



Betsy
T. BETSY THOMAS
 MD, FRCOG, DNB, MICOG
 PRINCIPAL
 AMALA INSTITUTE OF MEDICAL SCIENCES

Placement.office@amalaims.org

