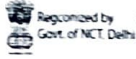




**IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY**



Affiliated to GGS  
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**REPORT  
OFF CAMPUS PLACEMENT DRIVE**

**FOR IMS PROSCHOOL  
ORGANISED BY  
IDEAL TRAINING & PLACEMENT CELL  
IN  
JUNE , 2022**

Under the Aegis of Internal Quality Assurance Cell (IQAC)

In response to the mail regarding Opening for the position of Student Outcome Executive at IMS Pro school, the Off-Campus Placement Drive for the final, year students was organised in second week of June, 2022 at the company office in Connaught Place.

The Off campus placement was initiated at the behest of Ms. Kakali Saha. The mail regarding the job opening was shared with the students of final year so that they could send their resumes to the Placement In-charge. 5 students showed interest in the offer and their resumes were duly sent to IMS Pro school. The names of the students are:

1. Vipul Sharma
2. Samridhi Kapoor
3. Sourabh Dubey
4. Mudit Kapoor
5. Swati Kashyap
6. Kartik Gupta
7. Manveer Singh

The interested students were called for interview at the company's office in the second week of June, 2022. Finally two students were selected and given the offer letters. The names of the selected students are:

1. Mudit Kapoor
2. Swati Kashyap

As per the feedback received, it was an encouraging experience for the students.

Report Prepared by:  
**Ms. Shailja Khosla**  
( Head, ITPC )

*Shailja*  
*30/6/2022*

  
**Prof. (Dr.) Anil Parkash Sharma**  
(Director, IIMT)

*xxx. v. xxi*



Shailja Khosla &lt;shailjakhosla.iimt@gmail.com&gt;

## Opening at IMS Proschool

Delhi Marketing <delhi.student.awareness@gmail.com>  
To: shailjakhosla.iimt@gmail.com  
Cc: Kakali Saha <kakali.saha@proschoolonline.com>

Wed, Jun 8, 2022 at 5:28 PM

Dear Madam,

We have an opening for the position of **Student Outcome Executive (No. of Vacancies -2)**.

Company Name - **IMS PROSCHOOL**

Job Location - **Delhi**

Company Profile -

IMS Proschool is an initiative of IMS. At IMS, our goal for the past 44 years has been simple – Build a long-term successful career. Proschool is an extension of the same mission. At Proschool, we provide practical skills and knowledge at an affordable cost, in the shortest possible time. Proschool has emerged as a leading, national player in professional skills training. Our endeavour is to get students into jobs that give them useful experience for a successful and long-term career

Job Location - Delhi

Work Schedule- Full Time

PFA for JD and other details.

Thanks & Regards

Jagriti

Executive - Student Awareness

8591956476



## JOB DESCRIPTION - Executive (Student Outcome)

### About IMS Proschool:

IMS Proschool primarily provides skilling programs in Finance, Accounting, Analytics and Marketing to students and working professionals. We are associated with CFA Institute, CIMA UK, ACCA, NSE Academy, FPSB and National Skill Development Corporation. The organization has its presence in metro and mini metro cities across India. Visit [www.proschoolonline.com](http://www.proschoolonline.com) to get to know us better.

Position	Executive - Student Outcome
Work Schedule	Full - Time, 5.5 days working within a week.
Weekly Off	One half day & one weekly off in every week. Rotational Sundays will be working.
Job Location	New Delhi
Educational Qualification	Fresher
Work Experience	Not Mandatory
Other Skills Required	Good communication skills
Gender Preference	None
Age Preference	None
Salary	Up to 2,40,000 ctc per annum

### Job Role:

The job entails the following:-

- ï Maintaining the Student Data in the company's MIS.
- ï Collecting & verifying student documents at the time of enrolment/admissions to the course.
- ï Co-ordinating with students undergoing training at the centre for their classes.
- ï Co-ordinating with Faculty Members for classes assigned to them.
- ï Maintaining complete records of the students from the time of admission till they complete the program/course.
- ï Collecting program feedback, reviews, and testimonials from students.
- ï Assisting in day to day activities at the Training Centre
- ï Assisting in assigned pre-enrolment and post enrolment activities.

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**REPORT  
CAMPUS PLACEMENT DRIVE**

**FOR ICICI PRUDENTIAL  
ORGANISED BY  
IDEAL TRAINING & PLACEMENT CELL  
ON**

**8<sup>TH</sup> APRIL , 2022**

**Under the Aegis of Internal Quality Assurance Cell (IQAC)**

The Campus Placement Drive for the final, year students was organised on 8<sup>th</sup> April, 2022 from 11.00 am in the mini auditorium.

The Drive started with, giving a warm welcome to the HR executive from the company, Mr. Vaibhav Jain. 34 students from both the shifts attended the drive .After the Pre- placement talk about the job profiles and prospects in the Insurance industry, the resumes of the students were screened. 13 students appeared for the Personal Interview after the initial screening.

The drive ended with the selection of three students and their Application Ids were generated on the same day.

The names of selected students are as under:

1. Mudit Kapoor ( BBA CAM-2nd shift )
2. Mohak Siwach ( BBA- 2<sup>nd</sup> shift )
3. Pritish Shekhar ( BBA - 2<sup>nd</sup> shift )

The members of ITPC including Ms. Shailja Khosla, Ms. Astha Sharma and Ms. Jasmandeep Kaur contributed in arranging the Drive. Mr. Devansh Raghav provided the technical support.

As per the feedback received, it was an encouraging experience for the students.

Report Prepared by:  
**Ms. Shailja Khosla**  
( Head, ITPC )

*Shailja*  
*16/4/2022*

*[Signature]*  
**Prof. (Dr.) Anil Parkash Sharma**  
(Director, IIMT)

*16.4.22*



Shailja Khosla <shailjakhosla.iimt@gmail.com>

Campus Placement | IIMT

Wed, May 11, 2022 at 1:58 PM

Vaibhav Jain /HR NO/ICICIPRU/Delhi <jain.vaibhav@iciciprulife.com>

To: "shailjakhosla.iimt@gmail.com" <shailjakhosla.iimt@gmail.com>

Cc: Sakshi Tiwari /HR NO/ICICIPRU/Delhi <sakshi.tiwari@iciciprulife.com>, "Bhawana . /HR NO/ICICIPRU/Delhi" <bhawana.1@iciciprulife.com>

Dear Ma'am,

Greetings for the day!

In reference to the campus placement drive conducted on 6<sup>th</sup> April 2022, we are pleased to inform you that below students have been selected:

1. Mudit Kapoor
2. Mohak Siwach
3. Pritish Shekhar

Link for documentation has been shared with all selected candidates on their personal email-IDs.

**Best Regards,**

Vaibhav Jain

"Print this mail only if absolutely necessary. Save Paper. Save Trees." "The information contained in this e-mail and any attachments to this message are intended for the exclusive use of the intended recipient and may contain proprietary, confidential or legally privileged information. If you are not the intended recipient, please note that you are not