



Shiksha Mandal's

Bajaj Institute of Technology, Wardha

(Recognized under section 2(f) of UGC Act 1956)

Academic Session:
2023-24

Doc. No.: BIT/ T&P/
Guidelines/ 2023-24

Date: 27-01-2024

DEPARTMENT OF TRAINING AND PLACEMENT

Guidelines, Rules and Regulations for Students

A. REGISTRATION & GENERAL T&P GUIDELINES

1. Students' registration for the training and placement activities is confirmed when they fill their details through the google form shared by the T&P cell. Only those who fill the form are considered interested in T&P activities and become eligible to participate in the placement activities.
2. Campus placement is a facility provided for the students. Registration is not compulsory. Students not interested in placement are advised not to register for placement and should fill the [Opt-Out Form \(Refer Annexure-I\)](#).
3. Students will be allowed to have a single job offer only.
4. Students having backlog (live of dead) may or may not be allowed as per the company's eligibility criteria.
5. The eligibility criteria imposed by the visiting company will be the final.
6. The eligible / registered students must attend all the training programmes (CRTs) / workshops/ Guest lectures, etc. arranged by department.
7. Department placement coordinator is the single point of contact for the concerned department Students. For all kinds of clarifications & communications (such as registration for placement assistance, updating the database, etc.,) should be executed through the concerned department placement coordinator only.
8. During induction, most of the companies insist on Aadhaar Card, PAN card and Passport. So, the students are expected have these or should apply for the same at the earliest.
9. Based on the directions given by the companies, students may be sent to attend pooled campus placement drives in other colleges. Students should inform their parents about the placement process, venue, and timings in advance.
10. Students attending campus interviews should adhere to the following instructions:
 - a) Report at the venue of pre-placement talk (PPT) and interview as per the instructions.
 - b) Students should carry minimum 5copies of their resume, photocopies of all original certificates, 5 pass port size photographs.
 - c) A student in casual dress may not be allowed for the PPT/ Recruitment Process.
11. Students must respond to the notices sent to them by any medium of communication (Email, Notice boards, direct face to face instruction in class or official WhatsApp Groups) in shortest possible time.
12. TPO aims to provide placement assistance for all final year students. Placement is a privilege extended to the students but can't be claimed as a matter of right.

B. RESUME

1. All students must attend the basic resume making sessions organized by the department and get the resume checked before finalizing.
2. Students are advised to follow the institute resume template available with the Training and Placement Coordinators for preparing the resumes. However, self-customized resumes will be allowed once it is thoroughly checked and confirmed by the coordinator.
3. The details given in the resume have to be genuine and any student found violating this rule will be disallowed from the placement for the rest of the academic year.



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C. ELIGIBILITY

1. In most of the cases, the minimum criteria are first class in 10th, 12th/ diploma and UG. However, the eligibility for appearing to campus placement drive is as per the criteria decided by company.
2. Only the eligible candidate as per company requirement will be able to apply if interested.
3. Students having backlog (live of dead) may or may not be allowed as per the company's eligibility criteria.
4. Since, we follow one candidate one offer policy, if a candidate already have an offer from any company, he/she will not be eligible for further placement drives and should not claim/ request for the same.

D. PRE-PLACEMENT TALKS (PPT)

1. Mostly, the campus placement starts with pre- placement talk (PPT) from the company HR.
2. As many drives take place in online mode too, the PPT may happen in online mode.
3. Students should be seated in the venue 15 minutes before the scheduled start of the PPT.
4. Students interested in a particular company, must attend its PPT.
5. Any clarification regarding salary break-up, job profile, place of work, bond details, date of joining etc. must be sought from the companies during PPT or interview.
6. Students must be formally dressed /Uniform whenever they participate in any interaction with a company.

**This office reserves the right to refuse permission to a student to attend the selection process/PPT, if they do not dress up properly. Students are expected to know the norms for formal wear; for the benefit of those who claim ignorance, please note that the following are strictly not allowed:

* T-shirts with printed text; un-collared T-shirts;

* Shorts

* Sabby Jeans

* Shirt not-tucked in

* Chappals / flip-flops.

E. PLACEMENT PROCESS

1. It is the responsibility of the student to check announcements communicated via email, notice boards, direct face to face instruction in class or official WhatsApp Groups. Updated information / shortlisted names etc.
2. ATTENDANCE & PUNCTUALITY:
 - a) A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately in the middle of a selection process will be disallowed from placement for the rest of the academic year
 - b) LATE COMERS FOR PPT/ APTITUDE TEST / GD / INTERVIEW may not be allowed to appear for the selection process.
3. DISCIPLINE:
 - a) Students should maintain discipline and show ethical behavior in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the institute's name will be disallowed from the placements for the rest of the academic year
 - b) Students found cheating or misbehaving in the selection process (PPT/ Test / GD / Interview) will be disallowed from the placements for the rest of the academic year



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F. JOB OFFERS

1. The copy of the offer letter is required to be submitted to the placement coordinator.
2. After accepting a job offer, if any student decides to withdraw his/her acceptance any time during the year, he/she must inform the company concerned through the TPO immediately.
3. Post Placement: If for any reasons, Company stops joining of candidate, College cannot be held responsible.

G. DEBARMENT/ BLACKLISTING GROUNDS FOR STUDENTS:

1. Students may be debarred /blacklisted from the placement if he/ she is found involved in any in disciplinary activity or engaged in malpractices practices.
2. Students giving wrong data/information to Training and Placement Coordinators, will be debarred/ blacklisted from the placement activities for the rest of the academic year.
3. Students cannot drop out from selection process once he/she has been shortlisted for further rounds after initial test. A disciplinary action will be taken against defaulter student.
4. Any kind of misbehavior/ complaints reported by the company officials/ faculty/ staff/ volunteers will be taken seriously & those involved will be debarred/ blacklisted from future campus placements.

For all matters not covered by the above regulations, the Placement Office will use its discretion to take appropriate decisions. The decision taken by this office shall be binding on all students.

I (_____ *Student Full Name* _____) have clearly understood the above-mentioned instructions & guidelines and I would like to register for the placement.

Date:

Place:

Student Name:

Student PRN:

Student Signature:

Department:

I (_____ *Student's Parent Name* _____) have clearly understood the above-mentioned instructions & guidelines and I would like my ward to register for the placement.

Date:

Place:

Parent Name:

Parent Signature:



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Annexure-I

OPT-OUT FORM

To,
Head,
Training and Placement Cell,
Bajaj Institute of Technology, Wardha.

I undersigned, wish to opt-out from the institute procedure of placement due to the reason(s) ticked (✓) below:

1. I am not interested in attending classes/activities related to Training/Placement.
2. I am preparing for government exams/ jobs.
3. I am working to start my/our start-up/ business.
4. I want to go for higher study.
5. Other reason(s).

I will abide by my decision, which is final and declare that my parents are aware and part of my decision.

Candidate's signature :-

Student Name :-

Branch :-

Date :-

Parent Signature:

Parent Name :

Contact No :

For Office Use

Accepted/ Rejected

Signature of Placement Coordinator:

Signature of **Head**

Name of Placement Coordinator :

T&P Cell

Signature of Head of the Department:

Date: