

TRAINING & PLACEMENT DEPARTMENT (T&P)

BIT, MEERUT

Placement Policy

- Every student needs to register himself/herself personally with T&P for final placement purpose.
- Declaration must be submitted by all the students (Registered or unregistered), either he/she goes for Placement Drive or Higher Studies or Entrepreneurship.
- It is mandatory for the eligible & interested student to register for each company drive separately on prescribed date & presence of all registered students is mandatory in the Drive.
- The registered students for the particular Drive of Company who do not attend the Drive, are required to submit the "Feedback Form".
- Students shall prepare their resume under the supervision of the faculty / trainer retained by the Institute, highlighting their achievements, Summer Projects and anything beyond the curriculum which enhances the employability of the students.
- Individual Video Resumes of the registered students are required to be prepared with the help of Training Department and submitted to Placement Office.
- An active team comprising Faculty Placement Coordinators from every branch is formed during the beginning of the session for T & P related activities.
- Students are advised to read the announcements/notices/Messages made through notices put up on Notice boards or sent by mail or telephonic message and must respond to all E-mails & Telephonic messages.
- Eligible students must attend the Pre-Placement Talks (PPT) without fail. Attendance will be taken and only those students who have attended PPT will be allowed to sit for the rest of recruitment process of the said company.
- Students must clarify queries/doubts if any related to package, job profile, place of work; bond details etc. with the HR officials of the Company during Pre-Placement Talks (PPT) only.
- It is the responsibility of the student to check E-mail/Announcements/Notices/ updated information/shortlisted names etc. displayed on the notice boards of Placement Office/Main Notice Boards.
- Students are advised to be dressed in Formals (Indian/Western) for every Recruitment Drive and must carry a documents folder comprising of :
 - Multiple copies of Resume
 - 4 Passport size colored Photographs
 - Photocopy of all the Certificates (10th , 12th , Graduation Mark sheets and certificates etc)
 - College ID card
 - Govt. ID & Address Proof (viz; Driving License, Passport, Pan card, Aadhar Card, Voter ID etc)
- Students must bring their identity cards with them whenever they go through a placement process in campus or off campus.
- **Any student, less than 80 % attendance in Placement Preparatory Training Classes organized by the Institute will not be allowed to participate in Placement Activity.**
- Student may be debarred from the placement if he/ she is found involved in any indisciplinary activity or engaged in fraudulent practices
- Director has the discretion not to allow any student to appear in the recruitment drive if found involved in any misconduct or indiscipline.
- Each student is eligible for **only one job offer***

- Students from streams like Civil, Mechanical, Chemical, Electrical & Electronics will be allowed to sit for campus drive of core companies even if they have offers from Software/ IT companies.
- If any student is already selected in any company, he/she will not be allowed to participate for another opportunity until & unless:
 - There is a package difference of minimum INR 30,000 per annum
Or
 - There is a major change in job description/ profile
Or
 - Selection in Core company
- If a student receives more than one offer owing to delays in the announcements of results by the companies, the student is bound to accept the job offer whose results are declared earlier
- Any student not interested for placement; should give his intent in writing to T&P through the respective Faculty Placement Coordinator.
- If the results are declared on the same day, the student may choose from the offers in hand and inform the placement office of his choice, within 24 hrs of announcement of results
- In case student avail the opportunity and refuse to join the organization, he/she will be penalized as per the policy of the institution.
- Once he/she has been placed in the Core sector, he/she has to decide within a day about previous offer.
- Every such student who is selected in any Company is deemed to be done with the placement process
- All placed students are required to submit a joining confirmation to the Placement Office.

I have read all the above information's & agree with the same.

ROLL NO.

BRANCH

NAME

Student's Signature

The T&P Department will ensure the compliance of all the following points:-

- For B.Tech students only those companies are allowed for Placement Drive which offer atleast Rs 1.20 Lac per annum for ME & CE Branch and for others branches atleast Rs.1.80 Lacs per annum. In specific the Placement Team will focus on jobs profile / salaries that are in tune with qualification like B.Tech/MBA/MCA/B.Pharmacy and in comparison to similar institution (like state Engineering Colleges etc.) around the country.
- All New Company visiting BIT for Campus Recruitment should not be called without personal visit of respective Manager – T&P to their Corporate Office.
- Training Company that comes for the Campus Drive need to take prior approval of Placement Committee (Director, DSW, respective Drive HODs, Head-T&P & Manager-T&P)
- All detailed JD of Companies called for Campus Recruitment should be shared with respective HOD.
- Respective Manager-T&P should be present in BIT Campus on the date of his/her Campus Recruitment Drive.
- Main Focus of all Manager - T&P should be On Campus Recruitment Drive.
- All Members of Training & Placement Department are the mentors for final year students.