

**Bharati Vidyapeeth College of Engineering, New Delhi**  
**Department of Training & Placement**

**PREFACE**

Training and Placement play a vital role in any professional Engineering College. Bharati Vidyapeeth's College of engineering (BVCOE), New Delhi puts lots of effort and energy in order to make successful placement of every owned student. This is completely mirrored from our previous placement's records. However, the success in placement of individual student also be decided by on his/her capability to attract, participate and leave a mark on the recruiting companies with the positive attitude, aptitude, knowledge, skills, motivation and energy. This policy is designed to certify that the students of our college will present their potential in front of the companies, engaging with them through proper attitude.

In view of the above the BVCOE New Delhi placement cell gone through a number of activities prior to the placement, during the placement and after the placement with the help of respective department. These activities inclusive of pre- placement training sessions on aptitude, technical and communication skills, Talks and sessions by industry persons in online and offline mode. Participation in Such events and activities provide a lot of knowledge to student and prepares a student to face the recruitment process confidently as he/she has something to showcase in front of the recruiter which put him/her apart from others.

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## **Placement Rules & Regulations**

The Training and Placement Department, Bharati Vidyapeeth's College of Engineering, New Delhi welcomes all eligible students to the placement season. We make every effort to extend all possible support to provide right career opportunities to our students to fruitfully engage in their career interests. The Training & placement department puts best efforts to attain the best possible placement outcomes. In order to achieve the best possible results for all, BVCOE, New Delhi and recruiting organizations, all students are expected to understand the placement policy and follow it strictly. The placement policy is applicable to all students enrolled for campus placements and is to be followed during the entire duration of the placement period. The Training & Placement Department only acts as the facilitator in calling companies to the campus for placements as well as internships. Registration for the campus placement or internship does not guarantee placement or an internship.

### **1.1 Registration Process for Students**

#### **1.1.1 Eligibility**

All full time third year students of Bharati Vidyapeeth's College of Engineering, New Delhi are eligible to take part in the recruitment process for placements through the Training and Placement Department (T&P Department).

#### **1.1.2 Process**

1. The students are advised to share their personal information on the form provided by T&P department. Students must fill the required details.
2. Verification of the data received from students will be done by the T&P department.
3. Undertaking by students have to be submitted that they have read & accept Training and Placement Policy (Form 1).

### **1.2 Placement Policy for Company**

1. The company should provide the relevant details like recruitment process, CTC to the

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T&P Department as an e-mail.

2. The appropriate details communicated by company are electronically broadcasted to all the eligible students along with the other additional information furnished by the company (if any).
3. The company can ask for the resumes of eligible and interested students and has the authority to shortlist them before commencement of the campus drive.
4. The date of campus drive is decided by the T&P department in discussion with the company.
5. Information about the company and the job profile for companies visiting BVCOE, New Delhi for internships/placements would be provided to the students.
6. T&P Department updates Placement Brochure every year and share the same with all recruiters along with campus invite through e-mail. (Format of Brochure – Form 4)
7. T&P Department generally allots a date and a slot to the company for the final placement process based on the following criteria:
  - a. Job profile and growth prospects
  - b. CTC being offered by the company
  - c. Past records of recruitment
  - d. Internship offered for final year students.

## **1.3 Recruitment / Selection Process**

### **1.3.1 Rules**

#### **1.3.1.1 On-Campus Placement Rules**

1. The T&P Department will notify through group mail, WhatsApp group and on the Placement Notice Board all recruitment requests received from the companies with as much of details as made available. It is the duty of every student to regularly see the Group messages, mails and comply with the same through Student Coordinators / Faculty Coordinators.
2. All applications to the companies are to be made only through T&P Department. If a student does not apply through proper system in coordination with their respective

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Student Coordinators, he/she will not be allowed to participate in the selection process of that company.

3. After the last date of application if any all rules and regulations (including absenteeism penalty) will be applicable.
4. 100% attendance is required in the preplacement talks/ presentation. Students absent in placement talks/ presentation will not be allowed to participate in future placement. Students are responsible for their attendance during any activity.
5. In case of a large response to a recruitment opportunity either exceeding the maximum number of applications required by the recruiter or deemed fit by the T&P Department, selection of number of resumes to be sent will be based on CGPA, attendance in pre-placement talks and personality development & preparatory classes (including mock interviews), and / or any other criteria decided by company. The decision of the company will be final and binding on all the students.
6. It will be mandatory for all short-listed students to appear for the selection process / interview. Any withdrawal / no-show will debar/blacklist them from placement assistance of the College. Students will be blocked by the T&P Department.
7. One student is allowed to secure only two jobs i.e. (one placement Job/ one Dream Job).
8. There is no bar on maximum attempts that will be given to a single student to participate in campus drives.
9. In case a company does not give its final selection list on the same day it visits the campus, then the students will be allowed to appear in other companies visiting on subsequent days till they finally get selected.
10. Students are advised not to sign offer letters under any company's pressure before Consulting the T&P Department.
11. Student Coordinators may be given attendance for the day, for which they are busy in Training and Placement activities on the recommendation of T&P office.

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**1.3.2 Student Conduct and Disciplinary Policy**

1. Absenteeism rules and policy

- i. Student must submit cause of absenteeism in any test, interview or any selection process which he/she must attend as part of a company's recruiting procedure.
  - ii. In case of absenteeism, T & P Department may apply following penalty actions:
    - Absence of first time – Student must submit logical reason to the T & P department. If reason is not found suitable then warning letter may be issued. Student must come along with their parents to justify his/her reason.
    - Absence of second time – Student will be debarred from on-campus placement/off-campus placement organized by college.
  - iii. If for whatever reasons the student withdraws his nomination in middle of recruitment process, he/she would be immediately de-registered from T&P office.
2. Impersonation in tests or any kind of malpractice is a serious offence. Such students would be deregistered immediately and will be referred to the concerned authorities for disciplinary action.
3. Students must refrain from contacting personnel of such companies when they are on-campus. Violation of this will attract deregistration and suitable disciplinary action.

**1.3.3 Guidelines for Students**

1. The students should continually check the T&P notice board, mails, WhatsApp group and any other medium identified by T&P department for update.
2. A Strict action may be taken against a student supplying wrong information.
3. The students should submit their applications within the deadline announced by CR. Late submissions may not be entertained.
4. One should apply to an organization/company only if he/she is eligible and interested in taking up a job in the organization.

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5. The students are advised to go through the company website to get more insight about the company and judge their suitability for the job. Any queries must be clarified with the company officials during the company presentation only.
6. The students can clarify their doubts with either the CR or faculty coordinator through T&P department.
7. The students are advised to report in time for PPT, written test and interview. Any late entry may not be allowed.
8. Students must always carry their I-cards during presentation, interviews & screening tests. No one would be allowed to enter the test/interview venue without the I-card.
9. The students must carry their certificate file along with passport size photographs and hard copies of their resume for the interview.
10. Students are required to follow a formal dress code at the time of placement selection process. In case any of students fails to follow the code s/he may not be allowed to appear for the process.
11. Every student appearing for the written test will have to compulsorily sign the attendance sheet.
12. Any student found to have indulged in any kind of indiscipline during placement procedure may be debarred from the future placement.
13. The students should maintain silence in and around the T&P department.
14. The students should maintain decorum and their activities should not disturb the functioning of various offices in the College.
15. The students should not argue with company officials; any complaint by company officials will be taken very seriously.
16. The date/time/venue of the interviews will be subject to changes which, at times, may be at a short notice. Students must keep themselves well informed by visiting the T&P department.
17. Communication with company officials is to be done through T&P department only.

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18. Once student is blacklisted, it means that they are not allowed to take part in any Training and Placement activity.

#### **1.4 Feedback from Company**

1. Feedback from recruiters regarding the performance will be taken at the time of selection process (NBA form Part A, B, C, ISO format).
2. Analysis of feedback will be done by the T&P Department.
3. Detailed report of feedback Analysis will be sent to respective departments for further improvement.

#### **1.5 Duties of Departmental Faculty Placement Coordinators**

Departmental Faculty Placement Coordinators are nominated by Head of Department and appointed in T&P Department after approval of Hon'ble Principal.

**Duties:**

1. To coordinate for all Training & Placement activities.
2. To arrange data of new companies through reference or personal network.
3. To motivate students for active participation in all activities initiated by T&P department.
4. To coordinate for student coordinator in selection process for respective departments.
5. To coordinate with the Student Coordinators for the student information for off-campus drives.
6. To ensure timely availability as per duties assigned during campus drive, till the time it gets over.
7. To inform in advance in case of non-availability for any reasons and to provide substitute in coordination with Head of Department's approval.
8. To maintain the discipline of students during pre-placement talks/GD/interview etc.

#### **1.6 Duties of Departmental Student Placement Coordinators**

Each third-year class must have four Student Coordinators (at least one girl). These Student Coordinators are nominated by the department. Responsibility of forwarding





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the names of the Student Coordinators to T&P Department will be of Departmental Faculty Placement Coordinators / Head of Department.

#### **Duties:**

1. To educate 3rd year students about rules and regulations governing training and placement process.
2. To help in preparing student database of third year students for training/placement purpose.
3. To create third year group for quick information spread related to training and placement activities.
4. To suggest companies to which invitation needs to be sent for training and placement purpose.
5. Do venue management for PPT/online test/written test/GD/interview.
6. To ensure attendance of all the registered/shortlisted students in PPT, test, GD and interview.
7. To ensure smooth conduct of PPTs, online/written tests.
8. To ensure that the students come in formal dress on day of company visit.
9. To maintain decorum in and around T&P department and Report matters of indiscipline to T&P department.
10. Any deviation by student coordinator from the process and policies governing training and placements shall invite strict disciplinary action.