



## Don Bosco Institute Of Technology

### Training & Placement Department

#### Rules and regulations:-

Students and parents are requested to read this thoroughly before signing. Placement is a privilege to the students not a right. These guidelines are framed to ensure equality and fairness of opportunity to all the students. The guidelines will ensure that maximum number of students get on-campus placement. This form has to be filled by all students of TE.

#### **Training & Placement:**

1. Students will be provided with placement assistance in the final academic year.
2. All Students have to undergo online assessment test conducted by T&P Cell which will be informed by respective Department T&P Faculty Coordinator. Students who score below the bench mark score have to compulsory attend training program organized by T&P and those who score above the bench mark score have training optional.
3. T&P Cell strongly recommends all students to undergo training programs which is conducted by competent industry trainers as we are witnessing phenomenal success ratio of students who attended the training having better strike rate in clearing the interview process and getting offer letters.
4. The campus recruitment may happen on or off the campus (At the company office) or pooled campus (At company decided college).
5. Students will be allowed to sit in any number of company interviews for as long as they do not get offer from the company.
6. **One job per student policy will be followed for all.**
7. College T&P cell do not have any control over the employment terms & conditions of the company.
8. If the scheduled campus drive is cancelled by company, T&P cell is not responsible for the same in any way.
9. Student who gets offer from Job portals, own efforts etc have ethical responsibility of informing T&P cell about the same, such students should not participate in college placement activity as there is scarcity of Jobs in the market.
10. **Students cannot leave the job before 1 year of completion in the campus placed company( on or off campus) else they won't be granted Leaving Certificate, Convocation Certificate and letter of recommendation if they plan to go for higher studies. This rule is being enforced so that only the students who are desirous of actual need of Job sit for placement and to maintain healthy relations with the company for campus recruitment of subsequent batches.**
11. Students of Mechanical and Electronics Telecommunication are allowed to sit for non core company as per companies eligibility criterias.
12. Mechanical and Electronics Telecommunication students can sit for placement in Core Company even if they have offer letter of Non-core Company. Once they are placed in Core Company they are out of placement process.

13. Students those who are planning for higher education must mention in their registration form. This will be helpful to the T & P Cell to organize the seminar on awareness programme to help the students for planning their higher education. Also there are countries having universities offering free of cost higher education and many students have been benefited by seminars organized by T&P Cell and parents have saved lot of money and efforts.
14. Students those who are planning to become an entrepreneur or wishes to continue their family business must mention in their registration form. This will be helpful to the T & P Cell to organize an Entrepreneurship Development programs. Firm up your plans for your future in advance. We respect your frankness.
15. Students appearing for UES(University Entry Scheme) or SSC(Short Service Commission) or any armed forces exams, Company Hackathons leading to employment will get extra attempt if they clear first round of Interview.
16. Any student sitting for Mass Recruiting Company (as specified by TPO) conducting drive on campus will be eligible for one extra attempt to sit for companies below 5LPA CTC even if they get an offer from Mass Recruiting company.
17. Placed student can also try on his own for jobs from all other available sources apart from T&P cell provided they get 35% hike on the CTC of their current holding offer letter. We want students to prosper.
18. Students are not allowed to opt out of interview process abruptly (ie you cleared first round of interview and you do not sit for second round of interview or so on) such students create wrong impression to the company and it affects prospects of rest of the batch mates and subsequent batches. T&P cell will debar such students out of placement process and will not entertain any tantrums.
19. Students getting a confirmed job offer of CTC less than 3LPA are allowed one extra attempt for a job between CTC 3 LPA and CTC 5 LPA and are allowed multiple attempts of for jobs offering CTC of 5 LPA and above (Dream Company) till they get that job.
20. Students getting a confirmed job offer of CTC greater than 3LPA but less than 5LPA are allowed unlimited extra attempts for jobs offering 5LPA or more CTC (Dream Company) till they get that job only if the new company offering 5LPA and above is offering a profile of the student's branch of engineering.
21. **Students getting a job of more than 5LPA or more ie Dream Company are immediately out of the placement process and not allowed to sit for any other company. This point will override every other point of the mentioned policies.**

#### A. Eligibility :

1. The eligibility criteria for final placement is minimum aggregate 55% or 6 CGPA and no live KT till the last semester at the time of placement. Also eligibility varies from company to company T&P cell of college has no control over the same. The eligibility mentioned is just for calculating % of placement in our college.
2. Students not fulfilling the above eligibility criteria will also be provided with the placement assistance but in companies proposing "No Criteria" option for the placement.
3. It is mandatory to follow all the rules and regulations of the T&P cell of college.

## **B. Job Offers :**

1. The T&P cell takes responsibility till job offer only, which can be an email confirmation or verbal confirmation for employment from the prospective employer.
2. There can be a change in the salary, bond conditions, job profile, job timings, location, Joining, interview process, eligibility criteria, interview location, time & date of interview, allowances, incentives, position and any other factors related to employment from the company end.
3. College T&P cell does not take any responsibility for release of job offer letters, delay in joining, withdrawal of job offer or termination of employment contract from the company due to any circumstances.
4. College T&P cell is not accountable for any change in employment terms & conditions of the company.
5. Any candidate offered a job is a placed candidate for DBIT T&P cell.

## **C. Student Responsibility :**

1. Students are advised to maintain 100% attendance in all T&P related activities.
2. Students have to mark their attendance to TPC in every drive that they participate and it will be considered. If you want to become TPC then read the benefits you get at last page.
3. Students who have already made up their mind of going for higher studies or going for entrepreneurship immediately after graduation are advised to undergo T&P Cell process to make themselves eligible for placements in case there plans do not materialise for higher studies or entrepreneurship. Many students have benefited in this pandemic who had shelved there plans and opted placement instead.
4. Since DBIT has focus on making every student employable, hence students are advised to become a part of training organised by T&P Cell.
5. The aptitude training session organised by college will be mandatory for those students who do not clear the preliminary aptitude test conducted by T&P Cell and optional for the rest. The training expenses will be paid by students. It is also observed that some students who do not clear the aptitude test do not opt for placement initially and when the companies' starts coming in they put lot of pressure to allow them to sit for placement which T&P cell has to decline politely. No pressure tactics of any sort will be entertained.
6. Any verbal or written communication between company & students should happen through the college T&P cell only.
7. Students are advised to provide & update correct data to college T&P cell as this is shared to prospective employer.
8. Misbehaviour or negative feedback from company during on / off campus selection process will result in withdrawing placement assistance from the college.
9. In all interview drives students should be well groomed and come in formal dress only else will not be allowed to participate in campus drives. Due to pandemic many companies are conducting online interviews. Proper reliable internet connection, Mic and webcam requirement is stipulated by companies at student end.
- 10. Students are not allowed to skip any Interviews process of the company once they have registered themselves for the interview.**

11. There is no fixed order in which company visit the campus for placement. Hence its student's responsibility and choice whether he/she wants to skip or to appear for interview. Students are advised to make the decision very carefully.
12. A copy of offer letter need to be submitted to the Department T&P Faculty Coordinator and to training and placement cell through Training and Placement Coordinator.
13. If a student wants to withdraw from placement process they need to write letter to TPO and get it signed from Department T&P Faculty Coordinator, TPC Leader and TPO.
- 14. If any student who has registered for placement drive and does not attend the drive for any reason loses 2 subsequent opportunity to sit for campus drive. TPC keep strict vigil on the same.**
15. Students participating and getting offer letter through coding competition, hackathons, design competition would still be eligible to apply jobs through campus placement.

The above placement policies are subject to change as per requirements of the college and market scenario. Students should abide with all the above mentioned T&P rules and regulations. This document has to be filled by all students. Non submission of this document by or before **16th February 2021** will be considered as not interested for any T&P related activities.

I completely understand and accept all the above mentioned rules of DBIT Training & Placement cell to the best of my knowledge. I assure to follow all the rules & regulations sincerely and would like to register for T&P assistance from DBIT.

Select anyone option as per your plan after completion of degree.

1. CAMPUS PLACEMENT JOB
2. Going for Higher studies
3. Going for Entrepreneurship

Student Name :

Parent Name :

Mobile Number :

Mobile Number :

Branch :

Date of Submission :

Batch : DBIT 2021-2022

Aadhar Card No

Aadhar Card No

Student Signature

Parents / Guardian Signature

**PRINT OUT OF FIRST 4 PAGES NEEDS TO BE SUBMITTED TO DEPARTMENT T&P FACULTY COORDINATOR BEFORE 16<sup>th</sup> February 2021**

**TRAINING DATES AND TIME 9AM to 6PM**

**27<sup>th</sup> February 2021 (Saturday)**

**28<sup>th</sup> February 2021 (Sunday)**

**6<sup>th</sup> March 2021 (Saturday)**

**7<sup>th</sup> March 2021(Sunday)**

**13<sup>th</sup> March 2021(Saturday)**

**14<sup>th</sup> March 2021(Sunday)**

**20<sup>th</sup> March 2021(Saturday)**

**21<sup>st</sup> March 2021(Sunday)**

After training 30 practise Q papers will be given to students which have to be completed before 30<sup>th</sup> April 2021. All parents are requested to make note of the same and your follow up with your ward is must in this regard. Also many students fear constant rejections from company and avoid sitting for the subsequent opportunity where by losing good opportunity by not participating in the drives. So earnest request to all to ensure participation in campus recruitment drive. Parents should encourage there wards not to get bogged down by failures.

### **Special advantages for student opting to be Training and Placement co-ordinators (TPC's) :-**

1. TPC's will be allowed to appear for dream companies same as other students (No change in dream company criteria)
2. TPC's are supposed to appear for all interview selection process along with other students. No filtration process will be skipped for any TPC.
3. Certification of appreciation and T&P certificate will be provided to TPC depending on the performance.
4. Food coupon will be provided on campus recruitment activity to involved TPC's only during campus drive if it is a full day process (No free food for any training activity).
5. Debarring rules will be applicable to all TPC's same as other students (No change).
6. IT and COMPS department TPC's will have 3 attempts (not 3 offer letters) excluding dream company after getting placed in any company.
7. MECH and EXTC TPC's will get 2 attempts (not 2 offer letters) after getting placed in core company excluding dream company after getting offer letter
8. TPC's will be provided yellow lanyards which they needs to wear daily.

### **Guidelines TPC's:-**

1. There will be 1 leader from each department who will be reporting to TPC Head chosen by TPO.
2. Compulsory to co-ordinate when asked.
3. If a TPC is unable to co-ordinate for some genuine reason, he/she is supposed to inform in advance and find a replacement.
4. TPC's are supposed to bridge the gap between Department T&P Faculty Coordinators/TPO and students.
5. Making sure the communication pattern of T&P cell is followed i.e All information passed on by the TPO should be broadcasted to students seeking placements.
6. TPC's are supposed to co-ordinate on holidays or weekends also if required or asked.
7. Taking care and ownership of all on campus arrangements required for campus recruitments.
8. Maintaining attendance records, Company record and providing same to Department T&P Faculty Co-ordinators.
9. Regularly reporting to department faculty placement co-ordinators for T&P related updates.
10. If department T&P faculty co-ordinator complains about any TPC he/she will be debarred from college placements after inquiry.
11. Negative attitude or unprofessional behaviour will not be tolerated in any condition from any TPC and suitable action will be taken.
12. TPC have to check the records of the students as per the eligibility criteria of the company and if any discrepancy found then bring it to notice of TPO.
13. Coordinate with Department Faculty coordinator to conduct aptitude assessment test once in a week after the completion of training and populate the result to students as well as T&P Cell.