



BHAGWAN
MAHAVIR
UNIVERSITY

Training and Placement Policy



Training and Placement Policy

Contents

1. Vision and Mission	3
2. Objectives T&P Cell.....	3
3. Objective of this document.....	4
4. Scope	4
5. The Institution.....	4
6. Roles and Responsibilities	4
Training & Placement Cell (T&P Cell).....	
Placement Coordinators (PCs) selection Procedure	
Placement Coordinators (PCs)	
Placement Center/Cell.....	
7. Eligibility	6
8. Registration for Placement Assistance.....	7
9. Application Procedure	7
10. Important Instructions	8
11. During the placement	9
12. Placement Rules & Regulations.....	9
13. Short listing.....	9
14. Interview Procedure.....	9
15. Code of Conduct Clothing.....	10
16. Withdrawal Procedure	12
17. Job Offers.....	12
18. Summary	13
19. Hierarchy of T & P Cell	14



Training and Placement Policy

1. Vision and Mission

- a) The T&P (Training and Placement) Cell of BMU not only acts as a facilitator for training and placement but also works towards overall development of the students. It works under the guidance of the Training and Placement team in consultation with respective stakeholders and industrial partners. It primarily works as a liaison between industry and institute. T&P Cell is well equipped with excellent infrastructure to support each and every stage of the placement processes.
- b) The Training and Placement Cell of the Institute has been set up to look after the Industry-Academia interface so that the students can be groomed into industry-ready technocrats. The Training and Placement Cell looks after:
- Internship of the Students
-Corporate Grooming of the students
- Conducting various grooming sessions from Industry experts
-Conducting Guest Lectures
-Final Placement of the final year students
- c) The Central Training and Placement Cell is committed to the professional progress of BMUs students through integrating the career issues within an academic environment for realizing their best possible career path. The Central Training and Placement Cell has a vision to help the undergraduate, postgraduate and Ph. D. students of BMU through counselling, instructions and training for development of desired skills essential for suitable job profile/ higher education/ self-employment and inviting the Corporate Industries / Research or Academic Institutes/ Commercial Organizations/ Public Sector Undertakings for campus placement. Ultimate goal is to take BMU amongst the best and preferred University in the country.

2. Objectives T&P Cell

- a) To assist students to develop/clarify their academic and career interests, and their short and long-term goals through individual counselling and group sessions
- b) Maintaining and regularly updating database of students. Maintaining database of companies and establishing strategic links for campus recruitments.
- c) Organizing and Gathering information about mega job fairs and all relevant recruitment advertisements.
- d) Coordinating with companies to learn about their requirements and recruitment procedures
- e) Identifying the needs and expectations of the companies to assist them in recruiting most suitable candidates.
- f) Organizing pre-placement training/workshops/seminars for students.
- g) Arranging periodic meetings with Human Resources Department of companies and TPO's to promote our institute.
- h) Collecting feedback from employers where our students are selected.
- i) To assist students for industrial training at the end of fourth and sixth semester.
- j) To assist employers to achieve their hiring goals.
- k) To provide resources and activities to facilitate the career planning process.
- l) To act as a link between students, alumni and the employment community.
- m) To assist students in obtaining placement in reputed companies.

Training and Placement Policy

3. Objective of this document

To define the overall structure & processes of the placement cell, and to structure the roles & responsibilities of the teams working on this process of placement cell.

The policy will ensure that-

- Maximum number of deserving students get on-campus placement to start their career with their dream company.
- The quality standard of the jobs are maintained.
- The whole team works according to the defined processes to achieve the common objective.

4. Scope

This policy is applicable to all students enrolled in all courses managed /running under the umbrella of BMU where in ;

- The students need is to be assessed
- Course Completion is required for an award of the Institution degree
- Campus recruitment is meant only for the students of Final year.

5. The Institution

- a) The Institution mentioned in these Rules refers to BMU affiliated Colleges/institutions.
- b) T&P Cell refers to Training & Placement Cell.
- c) The role of Training & Placement Cell is to provide placement assistance to graduating students.
- d) T&P Cell will endeavor to bring together the students and the potential employing organizations & facilitate interactions between the two
- e) For the purpose, the T&P Cell will correspond with organizations, arrange interviews for students and coordinate various placement activities.
- f) All placements will be routed through the T&P Cell.

6. Roles and Responsibilities

Training & Placement Cell (T&P Cell)

- a) Conduct Soft Skills sessions & Campus Recruitment Training on regular basis
- b) Develop contacts with recruiters and convince them to hire students from BMU for their training & final placement needs.



Training and Placement Policy

- c) Regularly updating the Company database and maintaining necessary communications with company during recruitment drive.
- d) Identify and recruit genuine placement agents to facilitate major recruitment drives on Campus.
- e) Identify and recruit reputable psychometric test assessors to assess our students and generate appropriate reports to enable trainers to work on student's weak areas
- f) Identify and recruit reputable Subject matter experts/ trainers for the purpose of Campus recruitment training
- g) Coordinate with CRT team (Campus recruitment Training) team and lead them to guide students in customizing their resume and train them according to the company's requirements.
- h) Selection of Placement Coordinators (PCs)
- i) Finalizing a suitable date for campus placement in consultation with respective academic departments and inform

Placement Coordinators (PCs) selection Procedure

- a) **Form Filling:** The process starts with filling of a form where the applicants need to put in their details and answer questions concerning their awareness regarding the placement procedures. Two students from each branch are selected for the next round, which is duly accepted by the Head of Department (HoD) and submitted to the TnP. There is no fixed procedure pertaining to the selection of those two students. There may be formal elections held with students putting forward their agendas and plans or the HoD may conduct interviews for the aspirants. The selection of the two candidates should be preferably on the basis of their ability and a common consensus has to be there on their performance capabilities.
- b) If there is a scenario where only one student is interested to take up the position, then all the students of that branch end up with a unanimous choice. Such an instance was witnessed during the selection of PC candidates for Mining and Industrial Design branches.
- c) After this procedure, the aspirants have an introductory meeting with Professors & HoDs and the current PCs to eliminate all the myths surrounding the placement cell and its procedures.
- d) **Tasks:** Seven to eight tasks are then given to the contenders, out of which two to three of them will be individual tasks and the rest to be done in a team. All of the tasks are to be completed within a short period of two weeks.
- e) **Example of an individual task:** Collecting contacts of companies within two to three days or organizing mock GD sessions or mock interviews with your branch competitor.
- f) **Example of a team task:** Collecting contacts of some sectors of companies with other PC aspirants.
- g) **Interview rounds:** First interview is with the current PCs, where they review the tasks and grill the contenders to test their patience and ability to handle pressure in extreme situations. The interviews may span from 15 minutes to 2 hours. The final interview is taken by Professors and HoDs where they question the candidates in both the academic and non-academic areas as well as their plans if selected as a PC.

After all the above procedures are completed, the candidates are reviewed and the final PC list is taken out. There can also be a situation where none of the candidates after the interview rounds are selected for the post. In that situation, the whole process is repeated for that branch and task by the new candidate has to be done in one week, instead of the usual two.

Training and Placement Policy

Placement Coordinators (PCs)

- a) Update the management w.r.t. the company's response on visiting the campus.
- b) Maintaining the records of students (studying as well as passed out) including their resumes, marks, areas of interest, etc. for jobs
- c) Arrange to get company Representatives to fill a feedback form before they leave the Campus.
- d) Issuing warning/debarment letters, if required, to students on non-compliance
- e) Update the management at regular intervals on the progress in T&P activities

Placement Center/Cell

- a) Collect the resume from students.
- b) Profile them and make necessary corrections (if any) and then punch it in students' file and deliver it to T&P Cell team.
- c) Act as a Channel of communication between students and T&P Cell.
- iv. Verification & compilation of students' company references.
- d) Communicate with students on the companies visiting the campus for recruitment and arrange for initial preparatory interactions with T&P Cell.
- e) Collate the list of students who were absent in Pre Placement Talks (PPTs) delivered by the company and those who did not attend the interview after getting registered for the interview process.
- f) Inform the students about their results and attendance.
- g) Support in any other placement function as per needs & requirements and the directions of the management

7. Eligibility

All graduating students shall be eligible to receive placement assistance with the following exceptions:

- a) Did not register for placement assistance with the T&P Cell
- b) Secured less than the minimum passing marks in their program
- c) Secured less than 75% attendance in regular lectures at the College
- d) Secured less than 80% attendance in communication skills / Campus recruitment training (CRT) Program
- e) Non completion of Summer Training/other academic requirements

Training and Placement Policy

- f) Breach of discipline and general misconduct
- g) Non-payment of fees or any other dues

It will be in the interest of all concerned in the Final Placement Process, to adhere to this Policy document, and act in the best interest of the students and the Institution.

8. Registration for Placement Assistance

All students seeking Placement Assistance are required to register for the same by providing additional information as required by T&P Cell and also sign an undertaking in the prescribed format annexed at the end of this Document.

The student will also have to submit category wise preferences before the start of placement process to the T&P Cell. There are following three categories of companies:

Category	Type	Expected CTC/Salary

9. Application Procedure

- a) Students will get information and notifications related to the placements on the T&P Cell Notice Board as well as on email/ through SMS. In response, the students will have to apply to the T&P Cell through the respective department Placement Coordinator (PC) along with an updated copy of their Bio data/Resume.
- b) The PCs will collate the list of interested students and submit the same to the T&P Cell within stipulated time.
- c) All the placement related information (including job profile, company profile, package details) will be shared with the students only through the Notice Board and/or email.
- d) The students are advised to adhere to the deadlines. No requests from the students will be entertained after the deadline.
- e) The students are also advised to update their mobile numbers with their respective
- f) PCs, since certain information will be shared with them through SMS also.
- g) It will be compulsory for all the students to appear in the Pre-Placement Talk (PPT) of a company, if the company is from his/her specialization/branch.

Training and Placement Policy

10. Important Instructions

The students will:

- a) Ensure that any training requirements, course requisites, essential criteria or milestones by which eligibility to undertake placement is determined are completed prior to undertaking placements, for example, successful completion of preparatory courses, workshops or tutorials;
- b) Complete all required documentation, for example, updated resumes in template issued by CRT team, submission of relevant information in accordance with the T&P Cell;
- c) Formally disclose any disability which may affect the placement.
- d) Contact T&P Cell as and when advised to do so.

11. During the placement

The students will:

- a) Carry their Institution student ID at all times and wear identification and/or uniforms as directed;
- b) Adhere to all by-laws, rules, regulations, policies and procedures of the T&P Cell including any dress codes;
- c) Maintain a level of conduct appropriate to a student in a professional setting and in accordance with the Institution's Code of Conduct;
- d) Maintain an appropriate level of confidentiality regarding any placement information if advised by T&P Cell;
- e) Inform the T&P Cell of any absences from the placement;
- f) Complete and/or provide any required documentation relating to absence, if any, from the placement, for example, Doctor's certificate;
- g) Inform the T&P Cell immediately of any incident or concern regarding their safety and well-being during the placements.

12. Placement Rules & Regulations

- a) The students can apply in any number of companies offering jobs in their specialization.
- b) No applications from students in response to the press advertisements or to the organizations which have not notified the T&P Cell about their requirements shall be entertained by the T&P Cell.
- c) The student should inform T&P Cell if they have earlier applied for the same company on their own.

Training and Placement Policy

- d) If a company has approached the T&P Cell or is in the process of approaching the T&P Cell for placements, no student shall approach any of these companies on their own, except through T&P Cell.
- e) Students should submit a soft copy of their CV to the T&P Cell before the start of placements.
- f) Students are advised to keep sufficient copies of resume, passport size photos, etc ready so as to submit it as per the requirement of company. No requests for taking the printouts of resumes from the T&P Cell shall be entertained.
- g) Sometimes organizations, at the time of their campus interviews, may inform the T&P Cell that they are interested in screening more candidates. Then the T&P Cell may advise other interested students to apply immediately and the students may have to submit their resumes at short notice. Making several copies of the resume is, therefore, desirable.
- h) Students may apply to organizations only against functional positions specified by T&P Cell. T&P Cell shall not entertain applications/resumes of students who want to apply for hypothetical positions or for functional areas not announced.

13. Short listing

- a) Companies may short list students themselves on the basis of information furnished by the students in their registration profile or CVs/ Resumes.
- b) In case a company insists on short listing to be done by the Institution without explicitly citing any criteria, it will be done on the basis of Criteria determined in consultation with the HODs by the Head-T&P Cell.

14. Interview Procedure

- a) Interview schedules as decided by the T&P Cell shall be given to the visiting executives. Thereafter, no modifications shall be entertained, except under very unusual circumstances.
- b) Students shall-
- c) Keep record of organizations and positions for which they apply.
- d) Keep notes on the job details announced. These are useful at the time of interview.
- e) Prepare completely for attending the various Written Tests, Group Discussions and Interviews, particularly in respect of the specific company for which they are appearing.
- f) Students shall not, at the time of interview, negotiate with the employer about salary and terms different from what is announced earlier, unless the announcement specifies that the salary is negotiable.
- g) While attending interviews, students must be punctual and appear only in formal dress.

Training and Placement Policy

15. Code of Conduct Clothing

Men

- a) Men should wear a well-tailored suit in traditional colors such as navy blue, charcoal gray or black, in solid or subtle stripe patterns (e.g., pinstripe). The shirt needs to be a long-sleeve and button-down, preferably in a solid color such as white or a light blue. The tie can have a small print or color; however, its overall appearance should be conservative.
- b) Socks need to be a dark solid or a small pattern. Shoes need to be in leather (Black or Brown).

Women

- a) Women should wear a well-tailored suit or Saree /Formal suits /dress in colors such as navy blue, charcoal gray. A trouser and matching blazer is also a good option. Wear low to medium leather, heeled shoes. Never wear open toe shoes.

General Cosmetic/ appearance

- a) GROOMING Hair/Makeup
 - Keep hair nice and neat. There is no specific hairstyle recommended, only that your hair should be clean and well groomed. For short haired women, hair should be shampooed and nicely cut and for long hairs it should be nicely tied up.
 - Women, should wear very light or natural looking makeup that compliments, not over power, their outfit.
 - For men, beards and other facial hair should be neatly trimmed. Also be aware that some industries and organizations may frown on long hair or facial hair.
- b) Nails
 - Nails should be clean and in proper shape and size. Women do not have to wear nail polish; however, if polish is worn, make sure that it is a natural, conservative color and not chipping off.
- c) Perfume
 - Do not use perfume or cologne as many people have strong, adverse or even allergic reactions to it.
- d) Jewellery
 - Men: Not recommended at all in any manner, whatsoever
 - Women: Wear only a conservative amount of jewellery.
- e) Tattoos/Piercing

Training and Placement Policy

- If you have any type of tattoos or body piercing, consider how it will be perceived during a first impression. In fact, there are some career fields and organizations where having a visible tattoo or body piercing is unacceptable and may eliminate you as a candidate.
- f) Purse/Folder
 - While you would never bring in your backpack, it is fine to bring in a professional looking purse or a folder to an interview to carry necessary items.

General

- a) Never take a cell phone into an interview.
- b) The things you should carry for an interview are-
 - A notebook to take notes or jot down information
 - Many students like using a portfolio notebook that includes a notepad, penholder, file pocket and passport size photograph.
 - A good pen or pencil
 - At least one copy of your resume and list of your references
 - While answering questions in the interview, students should observe decorum.
 - Abstain from making any kind of derogatory remarks about others.

Critical Guidelines

- a) The behavior exhibited by the interviewees can impact the opportunities available to future batches of the Institution. Irresponsible behavior, such as efforts to "market" oneself, derogatory remarks \ about other candidates or the Institution, negotiations other than those purported under the due process, will be seriously viewed. Such students may be denied further Placement Assistance.
- b) The companies, for the purpose of convenience, may organize their selection processes in other cities. Therefore, the students may be required to travel and attend the same. The T&P Cell shall pass on the information received from the organization to the concerned students. The students are expected to make their own travel and other arrangements. The Institution, to this end may only arrange for getting the interviews organized through an understanding with the host college.
- c) It is compulsory for every student who has applied for a particular company, to attend the Pre Placement Talk (PPT) of that company. If a student does not attend two consecutive PPTs, he/she will not be allowed to apply till further clearance from the Management.

Training and Placement Policy

16. Withdrawal Procedure

- a) Any student who has applied for a particular company can withdraw from the company after the Pre Placement Talk.
- b) In case of the students going directly to the company premises for the selection process, if the profile/package communicated to them by the T&P Cell is not the same, the students can withdraw from the selection process.
- c) Once the selection procedure has started, students cannot withdraw at any stage, unless they have a final offer from another organization. It is presumed that students would apply for a position after careful consideration of all the relevant aspects.
- d) If a student does not appear for interview after giving the nomination and confirmation after PPT, he/she is deemed to have withdrawn.
- e) Only in very exceptional circumstances, shall a student be permitted to withdraw from the selection procedure of attending preliminary interview if short listed by the organization at any stage, i.e. if-
 - He/she explains in writing to the Head - T&P Cell, valid reasons for and the unusual circumstances that need his/her withdrawal, and that the Head - T&P Cell accepts these as truly exceptional and legitimate grounds for withdrawal.
 - The Head - T&P Cell is of the view that the interviewing organization would not feel offended.
 - It might be necessary for the student to meet personally the organization's executive and explain the reasons why he/she does not wish to be considered further by the organization. The same will be routed through the T&P Cell.
 - Subject to permission as above, a student can withdraw a maximum two times from the selection processes provided by the Institution. The moment he/she refuses to sit for the interview for the third time, he will be out of the Placement Process.
 - The students should not negotiate the package/salary with the company unless specified in the Job Post. All the negotiations regarding the package and profile are done by the T&P Cell.

17. Job Offers

- a) Students are permitted to receive a maximum of one job offer only in each category. A student shall be allowed to go through the selection processes, based on specified criteria, till he/she secures a job offer.
- b) Students shall not request any organization to keep an offer pending. Any such request shall be considered as a serious breach of the placement norms. They shall also not request their future employers to allow extension of deadline for communication of their decision regarding offers made by an organization. Such a job offer shall be treated as a final offer and the student shall not be eligible for placement assistance, thereafter.
- c) All offers of a particular company shall be announced at the end of the selection process of that company.
- d) All offers shall be routed through the T&P only.

Training and Placement Policy

18. Summary

- a) T&P shall aim to provide placement assistance for all graduating students.
- b) Placement is a privilege extended to the students not a right.
- c) These guidelines are framed to ensure equality and fairness of opportunity to all the students. All students who opt for placement through the T&P shall abide by the guidelines prescribed herein above.
- d) Any breach of rules specified above by any student, shall be taken up seriously by the T&P Cell who in turn will view the matter and act against the student, as it may deem fit.
- e) Students shall not try to gain unauthorized access to communications regarding placements from the Institution's administrative system like the T&P Office, Placement Coordinators etc.
- f) If, in the judgment of the T&P Cell, a student has behaved in a manner unbecoming of a graduate of the Institution, the T&P Cell would be free to assistance to the concerned student and taking other action as necessary.
- g) The T&P Cell reserves the right of modifying any or all of the above norms and/or stipulating additional norms for placement which, in its judgment and discretion, are likely to benefit the students, immediately or in the future.
- h) Final authority in case of any dispute would be the Director/Dean and his/her decision will be final.

Please note- The T & P Policy shall be reviewed by the Hon'ble Provost of the University from time to time.

Training and Placement Policy

Hierarchy of T & P Cell.

