



**Babu Banarasi Das
Northern India Institute of Technology,
Lucknow**



Training and Placement Policy

Affiliated to Dr. A.P.J. Abdul Kalam Technical University

(AKTU College Code: 056)

Sector II, Dr. Akhilesh Das Nagar, Faizabad Road, Lucknow (U.P.)-226028, India

Preface

Dear Students,

Training and Placement is an important aspect of any professional education. BBDNIIT puts lots of effort and energy to make successful placement of its students. This is very well reflected in previous placements records.

However, the success in the placement of an individual depends on his/her ability to attract, engage and leave a mark on the recruiting companies with the right attitude, aptitude, knowledge, skills, motivation and energy.

This policy is designed to ensure that the students of our college will present their potential in front of the companies, engaging with them through proper attitude, and make an impact on them with their knowledge and skills.

In view of the above, the Institute will conduct a number of activities prior to the placement, during the placement and after the placement. These activities will include pre-placement training sessions on aptitude, technical and communication skills. Talks and sessions by industry persons, web and other presentations, on different aspects of learning, coding and technologies. The students should participate in different challenges which are conducted by companies, forums and associations. The T & P cell will keep you informed about such events. Participation in such events and activities gives an edge to the student and prepares a student to face the recruitment process confidently as he has something to showcase in front of the recruiter which puts him/her apart from others. A positive impression of student's engagement with the recruiting companies gives a favourable impression of our students and companies would like to engage with the Institute in the long term.

Participation and performance in such activities along with regular practice tests is mandatory for students desiring to participate in the College placement program.



Participation and performance in such activities will be tracked continuously. Students having less than 80% attendance or having poor performance will not be allowed to take part in the placement program.

A. Important Note For the students

1. Students who are absent from the training sessions or are having poor attendance (other than a valid reason) will be discontinued from the training sessions and subsequently from placement drives.
2. It is observed during the last years that once the student is placed in a company, he/she stops attending regular classes. The students should note that the offer letter extended by the companies, hiring through campus placements are conditional, subject to successfully completing their degree. The T & P cell will at no stage entertain such case/s where the offer letters are likely to be withdrawn as the student fail to achieve the requisite percentage in their final degree due to poor performance/Absenteeism in Internal or External Exam.
3. In view of the above it is decided once the student is placed in a company, he should attend regular classes. He/She will only be allowed to appear in the next drive if his/her attendance in regular classes is satisfactory (60%).

B. Pre-Requisite

1. Pre- Placement Training:

Pre-training will be conducted on regular basis for all the students before the start of the placement season. Pre-assessment will be done for the students on Quantitative Aptitude, Analytical and Verbal Reasoning, Soft Skills, English and Technical. The students who score more than 80% in the modules will be given special training to prepare themselves for Niche companies. This opportunity will be extended to a limited number of students purely based on their performance. The students who score less than 80% in the module are required to attend the

Pre-Placement Training classes in corresponding modules. However, all students are required to obtain satisfactory performance to participate in Placement programmes.

2. Seminar & other presentations: Organizations / Industry Experts

To make the students understand the industry needs and technologies the industries are working on, the T&P cell will announce the workshops/seminars. It is mandatory for the nominated/Branch students to attend the seminar or presentation. The absence from such events shall be treated as an act of indiscipline and the Placement office may debar the students from the placement program.

3 . Technical Competitions & Challenges

The Institute as well as other Major companies organize competitions such as coding, quizzing, ideation, problem-solving and other technical events. The recruiting companies take a favourable view of the Institute where students engage in competitive events. The students are encouraged to actively participate in such events. There are some companies that hire students based on their score/rank in the competition. The T & P cell will keep on informing and posting such events. Students who perform well and are ranked as Top performers will be given privileges in Internships, Placements, Projects and Incubation with seed funds.

4. Volunteering

The placement office needs the volunteering services of students to successfully carry out the various activities. The Placement office will announce the names of the students who will do the volunteer work during placement activities. It is mandatory for the nominated students to do the work assigned to them.

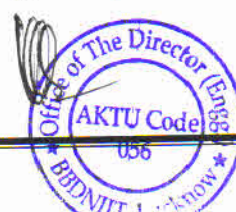


C. Placement Process

1. The Process of Placement starts in August/September month every year for final-year students.
2. Pre-Placement Talk (PPT) can be organized in advance or on the same day.
3. The JD is made available to the students, along with any other information furnished by mail. The registered Students interested to sit for the said company are required to record their responses through modes desired by T&P.
4. After confirmation by the company, the Training and Placement Cell will announce the dates for campus interviews. The Order in which the companies are invited for the Placement is decided by the T&P cell, and is based on various parameters such as the pay package offered, the number of openings, and the profile of the company etc.
5. The company shall send or hand over the offer letter only to the Training and Placement Cell within a set time frame as per the mutual understanding.
6. The offered Student signs the offer letter and a copy is forwarded to the company.
7. The date of the placement drive may change from the company side due to an issue beyond their control.

Process of Registration for Students

1. Students willing to apply for placements through T&P are required to register for the placements in T & P Department.
2. Students who wish to apply for a particular position in a particular company are expected to:
 - a. Register for placements.
 - b. Apply to T & P for the offer posted by the particular company.
 - c. Attend PPT (Pre-Placement Talks) of that particular company, if any.



3. The placement facility is available to all the students if registered with T&P for placements. Any Student not registered is not eligible for Placement opportunities

4. Submit a form declaring their intention of non-participation in the Placement process.

Placement drives:

All the eligible students must attend the placement drives and maintain good conduct.

The student should abide by the rules of fair conduct and not engage in any activity during a placement drive which will risk the name and reputation of the institute.

If a student is caught doing something unlawful/immoral then the student will be debarred from all the Placement Drives.

D. Placement Policy

1. There is no restriction on appearing in interviews until the first job is secured. A student will be considered to have secured a job if her/his name appears in the selection list.

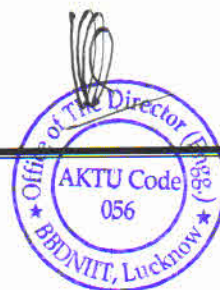
2. If students get multiple offers at the end of a day, or due to non-disclosure of the result in time by the company, wherein he/she has appeared in other drives she/he will be free to choose any one between them.

3. We have Two Offer Policies in the below-mentioned categories.

Regular – 3.00 – upto 4.5 LPA

Dream – 5.50 LPA and above

4. A student selected in a 'Regular' category company has the option of upgrading to a 'Dream' category company.



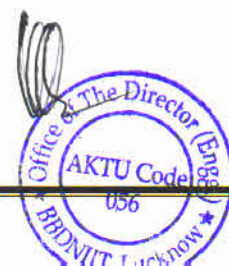
5. ONLY TWO offers shall be permitted to a student.
6. The SECOND offer shall primarily be to give the student an option to go to the higher category.
7. In case the student lands up in the DREAM category in the FIRST go, then he/she shall not be eligible for any further offer.
8. At the end of the placement season, T&P cell may decide to call some companies only for the UNPLACED Students to help them grab their first offer.

Core Branches Placement Policy

1. For core branches like ME, EE & CE one core offer and one general offer policy are opted.
2. Candidates will be liable to take one offer from companies offering jobs for core domain profiles.
3. The students of said branches if selected in non-core companies first will be given the opportunity to sit for the core company irrespective of the category and no. of job offers, he/she has received. But if the students of said branches selected in the core company at any stage, they will not be allowed to sit for any further placement, core or non-core.

Accepting an Offer

1. The company shall provide offer letters to the Placement Office and not directly to the students.
2. When the Cell receives an offer letter from a company for a student, it shall communicate the same to her/him.
3. A time period will be declared within which the students have to inform the Cell regarding his/her decision on the offer. If he/she fails to do so, it shall be assumed that the offer has been rejected by him/her.



4. Offer from Dream Category Company is deemed to be accepted and the student is out of campus placement process.

5. When a student receives a second offer, i.e. in the case of up gradation, from 'Regular' to 'Dream' categories, then he/she must inform Placement Cell in writing the final choice of the company with reasons by March 2017 or within the deadline specified by the company (whichever is earlier).

The above rule is also applicable to the OFF CAMPUS offer as well. For example, if a student gets an offer from campus and another offer off campus. He should inform and specify the reason to T & P cell, if he is joining the off-campus company. Also, the student is required to confirm their joining within one week as soon as he/she gets a second offer. Failing the same will be dealt with accordingly.

6. Proper due-diligence should be done before formally accepting a job offer. Declining an offer, after formal acceptance, is a violation of code-of-conduct & will be dealt with accordingly.

7. A student who has accepted an offer is expected to join on the given joining date.

E. Student Code of Conduct

1. It is mandatory for all students appearing for any process of campus drive to come in formals. For boys, it is mandatory to be clean-shaven.

2. Students must keep their Identity Card with them at the time of PPT/Test/Group Discussion / Personal Interviews and produce the same when demanded by the visiting team or T& P staff.

3. The T & P cell strongly discourage the students to go for off-campus placements in companies that are coming to campus, as this affects the company-institute relations adversely.

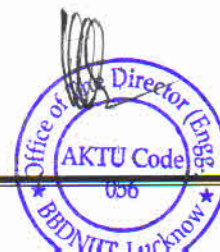


4. Students are also requested to forward contacts they have, if any, in different companies so that T & P cell may formally invite these companies for placements.
5. All post-job-offer communication between the student and Company should be channelized only through the placement cell.
6. Direct communication with company officials is Not Allowed.
7. It is mandatory for students to register for the company to participate in the placement process of the company.
8. Attendance in PPT is mandatory after registration, to be eligible for the further placement process.
9. Students proceeding after the PPT for the next step in the selection process of a Company cannot quit in between. If a student quits in between, then he/she will be debarred and will not be allowed to appear in any other future placement event. Students have a fair chance to inform their decision of not continuing the placement process to the T & P cell.

F. Detention Policy

Any student can be detained from placement drive (S) under the following circumstances:

1. Maintaining PDP attendance lower than the benchmark informed by the concerned department.
2. Maintaining overall poor attendance in theory as well as laboratory classes in all the semesters.
3. Keeping himself/herself absent (or maintaining low attendance) from additional PDP and Technical training classes in winter as well as summer vacations.
4. Maintaining low attendance in company-specific placement preparations.
5. Inappropriate response to seminar and project presentations.
6. Any act of indiscipline.



If the company conducts any round outside the campus, the students who have registered/selected should compulsorily participate in the process. Students remaining absent in such cases will be debarred from any further placement opportunities.

Any kind of misbehaviour/complaints reported by the company officials will be taken seriously and if proven, the student will be debarred from future campus placements.

Non-Acceptance due to Further Studies

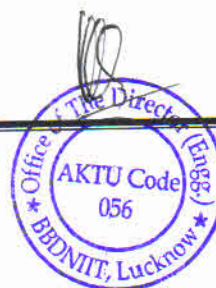
1. If a student does not accept an offer because of him/her pursuing higher studies (in India or abroad), the student needs to inform the placement cell as soon as possible (latest by April end) along with the letter/offer received by the university.

Disclaimer: -

The role of the T & P (Training Placement Cell) is of a facilitator for placement-related activities. T & P does not guarantee a job. The T & P does extensive background checks of the companies coming for campus drives. Every student is advised to do thorough research about the company and takes his/her decision accordingly. Registering or not registering for a company is the student's own decision.

The policy above has been defined to meet the aspiration of the maximum number of students. This is a dynamic process and the policy will be updated as per the need of the hour.

NOTE: The training and Placement Cell holds the right to make necessary changes in the placement policy during the placement session.



UNDERTAKING BY THE STUDENT

I _____ Roll no. _____
Branch _____ Semester _____ have received a copy of T & P rules for the 2023 Batch. I have carefully read and fully understood the provisions contained in the said Rules.

I have, in particular, perused Section A of the Rule and am fully aware that I have to maintain regular attendance and action that is liable to be taken against me in case I am found a defaulter in maintaining the same. Further, I hereby declare that I will follow all the rules of the said guidelines at every stage of the process.

I hereby solemnly affirm and undertake that the College will have full right to take action if at any stage I am found non-compliant of the rules and regulations of the T& P.

Declared this day of month of year.

Signature of Student

Name _____

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