

## **PLACEMENT POLICY**

In the interests of the aims and objects of Baba Farid Group of Institutions (being run under aegis of Baba Farid Vidyak Society, Bathinda), Muktsar Road, Bathinda, a policy regarding placement of students of specified institutes of Baba Farid Group of Institutions (hereinafter called as 'BFGI / Baba Farid Group / Group') has been made which may be called "BFGI Placement Policy".

### **1.0 This policy shall be;**

- Commenced for the current academic session.
- Related to placement of students.
- Amended / revised from time to time in accordance with the aims, objects, planning, economy, necessities of jobs, market situation etc. as and when deemed fit.

Anything or matter, not covered in the policy, shall be decided by the designated authority of BFGI and would be binding on all the concerned.

### **2.0 Definitions:**

- Placement – Offer extended by the recruiter to the student on temporary, contractual, adhoc, probationary etc. basis on the completion of the final interview or any other process undertaken by the recruiter.

### **3.0 Eligibility for placement**

The following students shall have the rights for their placement under this policy;

- a. Students of final year / semester (studying / outgoing / prior to pass out) of their respective course.
- b. Regular, sincere, punctual at their institute.
- c. Students fulfilling required obligations of placement agencies.
- d. Minimum 80% attendance in academics and any other professional enhancement program such as Guest Lectures, Pre-placement Lectures, Industrial Visits, Industrial Tours, Professional Trainings, Soft Skills Training, GD/PI etc. which are carried out in the campus or outside the campus.
- e. Minimum 75% marks in Student Employability Score Card.
- f. No back log and /or due(s) to the institute/ university.
- g. Students of final year of their respective courses shall be eligible for availing the opportunities of placements, so the condition of Campus Placement will prevail in the final academic year of their respective courses. It shall be compulsory for the student to have all clear status (regular / reappear) before the start of final year.
- h. The students who attain the all clear status (regular / reappear) after the final exams will have no claim on the number of offers of placement given to the students as mentioned in point 4 c.

### **4.0 Conditions of placement**

Following conditions shall be applicable to the concerned student for his placement;

- a. A student can avail maximum of 1 Job offer.
- b. In case a student, already having a job offer, opts to appear for a second placement drive gets second offer, the first offer of job will automatically be considered as cancelled / surrendered / withdrawn.
- c. Each student will be given a maximum of 5 attempts in (3 in campus and 2 off campus) placement drives and if he/she is not able to get selected in the statutory 5 (offered by the campus as per the placement policy), further he/she would be debarred from the placement process.
- d. Student may be placed at any location with any company or sector.
- e. It shall be the responsibility of the student to fulfill all the obligations required for job as mentioned by the recruiter.

- f. Student shall maintain confidentiality.
- g. If the student does not give his/her acceptance in stipulated time as mentioned by the company it would be considered as one offer availed.
- h. Students shall have to abide with the norms of Recruiter such as job profile, salary, bond, increment, probation etc.
- i. Offer for job by the recruiter to the student shall be treated as final and the student shall have no right for any negotiations, thereafter.
- j. Criteria for eligibility determined by any recruiter/company, if any, shall be applicable to the students.

## **5.0 Conditions for participation in placement programs**

Students fulfilling the followings may participate in placement program

- a. Students must be in the prescribed dress code - Students coming in Jeans, T-Shirts, Jackets, Slippers, Trainers (Sports Shoes/wear) on Placement drive will not be allowed to attend the placement activity and will be considered as one chance availed out of statutory 4. The student should strictly maintain their college dress code.
- b. Identity Card duly worn in proper manner.
- c. Registration with T&P.
- d. Punctuality – In time reporting and presence at scheduled time, venue and seat for recruitment process.
- e. Maintenance of professional etiquettes.
- f. Timely intimation with genuine grounds to T&P, if unable to attend/participate.
- g. Attend PPT (Pre Placement Talk), Interview and test.
- h. Appear with a file, in hard copy, of all their academic records for recruitment process.

## **6.0 Duties, Responsibilities and notifications for students**

- a. Attendance in PPT (Pre Placement Talk) shall be mandatory.
- b. There shall be no personal communication to the students; hence regular check on notice board and / or LED and/ or IRP ID is compulsory.
- c. (i) Students will have to register themselves prior to the scheduled placement drive according to the information provided failing to which the same will be considered as one chance availed out of statutory 5.  
(ii) Once a student registered for the particular placement drive then the student will have to appear for that company failing to which student would be debarred from the future placement process except for medical reasons which would only be considered after cross verification by the respective HOD and Principal.
- d. Student shall neither make direct contact or have casual approach with the recruiter nor canvass the recruiting personnel.
- e. All communication shall be channelized through Training & Placement Department.
- f. Students shall submit a soft copy of their Resume to the T & P department before the start of Placement drive.
- g. Students shall carry 2 hard copies of their Resume along with 2 numbers of their passport size photographs while coming for placement drive otherwise he/she will not be allowed to sit for that particular placement drive. Failing to which shall be considered as one availed opportunity out of statutory 5.
- h. It shall be the responsibility of students in all respects if placement process stretches till late night. In such circumstances BFGI may arrange staying accommodation in its respective hostels in the campus and / or arrangements of transport facilities up to Bathinda city bus stand subject to availability of the same in the campus. Students staying outside the campus shall be responsible at their own risks and costs.
- i. As placement activities are fast paced, students can be asked to assemble at a short notice. If any student fails to turn up, it will be considered one opportunity missed by the student out of statutory 5.

- j. A company's selection process can take place in any city/town/state. The students may be required to travel & attend the same. The students may be provided with the necessary travel arrangements.
- k. Students having opted out of the placement process shall need to submit an undertaking mentioning their decision of not participating in placement process at the start of 1<sup>st</sup> semester.

#### **7.0 Debarring of student from Placement Program**

Following acts / conditions shall lead the student to debar from placement process / program;

- a. Disgracing behavior / un-professional / un-ethical conduct / misbehavior / violation of norms / in disciplinary activities / irresponsible behavior or negative remarks/comments which includes use of unacceptable language, demonstration of lack of respect and sensitivity
- b. In case the student, enrolled for placement services, fails to attend for 2 consecutive relevant placement drives (2 companies in a day would be considered as 2 placement drives), for any reason whatsoever except medical reason(duly verified by Principal), conducted by the Training & Placement Department, he/she shall be permanently disqualified/debarred from availing any further placement assistance.
- c. If the student doesn't turn for interview as per fixed schedule after registration.
- d. In case the student remains unsuccessful in getting the offer for job even after availing five numbers of opportunities for interviews.

#### **Note:**

**Action against the students who failed to join the company in which they got selected needs to be discussed.**