



# BUDGE BUDGE INSTITUTE OF TECHNOLOGY (BBIT)

(A unit of Jagannath Gupta Family Trust)

(Approved by AICTE, Govt. of India and Affiliated to MAKAUT & WBSCTVESD)  
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## Placement Policy

**Vision :** Committed to guide the students for the best possible career path on the basis of students learning capability, educational attainment and performance by making them "industry ready"

**Mission :** Assist the students through proper counseling, instructions and training for creating employability and essential skills for suitable job profile/ higher education/ self employment and inviting the Corporate Industries / Research or Academic Institutions/ Commercial Organization for campus placement

### **A. Objectives:**

- Assist students develop /clarify their academic and career interests, and their short and long term goals through individual counseling and group sessions.
- To work with faculty members, department Heads and administration to integrate career planning and academic curriculum as coordinate summer training/internship programs.
- Assist employers to achieve their hiring goals.
- Empower students with life-long career decision-making skills.
- Provide resource and activities to facilitate the career planning process
- Act as a link between students, alumni and the employment community.
- Upgradation of the students' skill sets commensurate with the expectations of the industry.
- Assisting our students in obtaining final placement in reputed companies.

### **B. Duties & Responsibilities :**

- Preparation of attractive and comprehensive Placement Brochure.
- Organizing Pre-Placement seminars by companies. Getting the pre-placement job announcement from (declaration) filled by the representatives of each visiting companies.

- Maintaining and regularly updating database of students. Maintaining database of companies and establishing strategic links for campus recruitments.
- Gathering information about job fairs and all relevant recruitment advertisements.
- Coordinating with companies to learn about their recruitment procedures.
- Identifying the needs and expectations of the companies to assist them in recruiting most suitable candidates.
- Organizing pre-placement training for students (Softskills, Technical, Dress Code, Mock Interviews)
- Arranging periodic meetings with Human Resources Department and TPO's of companies to promote our institute.
- Collecting feedback from employers where our students are placed.

### **C. Placement Policy for Students :**

**All students are required to read, understand and adhere to all the terms laid down by the T & P committee**

1. Submission of student details form and placement form is mandatory for all students who wish to participate in the placement drives. The phone number and email id shared through the student details form online should remain unaltered in next two years at least.
2. Students are required to register themselves with the training and placement cell (t & p cell) as per the stipulated time period to avail further support extended for placement related activities. Attendance is mandatory in any campus recruitment drive for registered students.
3. Students need to submit their updated resume with pasted color photograph, photocopy of all testimonials & certificates along with student details form (to be uploaded from T&P cell).
4. Once registered, students will not be allowed to withdraw their candidature from a particular campus recruitment drive. Exceptions can be made only after the consent of the placement committee/ concerned authority. Any student who withdraws candidature, rejects offer at any stage, is absent from any rounds during recruitment

process without sufficient reason, will not be allowed to sit for further campus drives.

5. No further attempts may be permitted to the students who have already secured one job offer. Students who secure an offer from any company will have to compulsorily join the company. These selected students may be considered in further campus drive/s based on different factors that will be decided by the placement committee/concerned authority on case to case basis.
6. The decision regarding making job offers is left to the discretion of the companies participating in the recruitment process. At the end of academic session, if there are any unplaced students, the college will extend support to such students, even in the next session.
7. Grooming classes are organized for students with a vision to make them efficient and more skilled before participating in upcoming recruitment drive. Attendance in such classes is mandatory.
8. Those who will miss two (2) campus drives without any prior notice to tpc will not be allowed to sit for next two campus drives.
9. Students should intimate the TPC with valid reason in case of absenteeism in any training/placement activities.
10. Students are advised to go through placement notice thoroughly before appearing for any recruitment drives. Tpc/ placement coordinators are the only point of contact in case of further queries.
11. Students who are selected in any company will have to join the organization as stated in the offer/joining letter or letter of intent or email shared by the company.
12. Post joining, the selected student will have to follow the norms set forth by the company. In case of any issues or while leaving the company, students must follow the hr policies and act accordingly.

#### **D. Placement Policy for participating industries :**

1. The training and placement cell (TPC) will invite the prospective industries for the recruitment of final year students from august / September of every academic calendar.
2. As per the criteria and parameter of the company, TPC of the institute will share the detailed database of the respective final year students opting for placement, along with mutually convenient date for the campus recruitment drive.

3. On the receipt of detailed campus drive (date of campus event, job description, stipend and salary details, eligible students, eligibility criteria, required domain knowledge, no. Of requirements, selection process, requirement of infrastructure for conducting campus drive, travel plan, details of visiting officials & other details (if any)), TPC will inform the respective student through official notice and ask them to register with tpc in person within a stipulated time frame.
4. As per the given details by the employer, the institute will make necessary arrangements for campus drive.
5. A pre-placement talk (PPT) will be arranged on the day of campus event where the participating company will address the attended students regarding their company and job details
6. The company will try to complete the whole process (online / written test, GD, Technical and hr interview) as per their given schedule and will announce the result as soon as possible (preferably on the same day)
7. The organization that is unable to finalize the result of selected student on the same day and wish to have one more round of interview at their office may do so with.

*Nabeen Das*  
Director 16/4/2019  
Budge Budge Institute of Technology