**BRAINWARE GROUP OF INSTITUTIONS**

Placement

How we help you.

We do not guarantee a placement to you, our students. We train and guide you to get a job. We have a well-planned pre-placement training programme and a vibrant placement cell to help you prepare, and, finally, get a job in this highly competitive market. Please find below the necessary steps that you should follow to help you in this process.

Placement Registration:

* If you are a final year student please register yourself by filling out a form given in the placement portal. Sabyasachi Bhadra (9231556789/8017069406) will guide you through the process. Please note, if you do not register yourself, you will not be eligible to participate in the placement process. If you decide not to join the process, please inform Sabyasachi Bhadra in writing.
* Placement registration is for one academic year only.
* You will be disqualified to take part in this process if your financial dues are not cleared.
* Please submit your CV in the prescribed format to Sabyasachi Bhadra.

Placement Process:

* Please regularly check students’ forum and the college notice boards for necessary guidelines on the job definitions, date of written tests and interviews, names of shortlisted candidates and other necessary information and be present in proper attire if you are eligible for that announcement.
* We offer one job to one student. The placement process will be conducted only through the members of the placement cell. Students are not allowed to interact directly with the client or placement consultants.
* All queries related to pre-placement training and placement should be addressed only to the placement coordinator, Mr Sabyasachi Bhadra, and designated members of the faculty. Please do not contact any other members of the Placement Cell. In special cases a student may also contact the Executive Director or the Principal.
* Students are expected to be punctual as per the notices and announcements. Late-comers may not be allowed to appear for the selection process.
* If a student has opted to take part in the recruitment process of a company the student should appear in all the stages/rounds conducted by the company according to his/her eligibility. In the event of a student being selected for a particular round and then not turning up for the same, the Placement Cell may not allow the student to participate in any subsequent placement related activity. All decisions regarding this will be made by the Placement Cell only.
* Students have to bear their travelling expenses for off-campus interviews or final round of interview at client’s office.

De-registration:

* A student will not be eligible for pre-placement assessment tests if he/ she fails to attend 50% of the pre-placement classes
* A student will be de-registered if he/she does not attend two consecutive interviews (on or off-campus) or fails to attend 30% of the interviews.
* Ideally, you should attend all the pre-placement training classes, however, if you are not present in at least 85% of the classes you will be disqualified. Similarly, you should also be present in at least 75% of the regular classes.

Re-registration:

* A de-registered student may be re-registered at the sole discretion of the college authority on submission of a written application mentioning the reasons for violation of the norms for which he/ she had been de-registered earlier.

Helpline:

* Registration: Placement Coordinator.
* Submission of CV: Placement Coordinator.
* Pre-placement Training: Designated members of the faculty and Placement Coordinator.
* Pre-placement assessment tests: Designated members of the faculty and Placement Coordinator.
* On/ Off-campus interviews: Students’ Forum, College Notice Board, Placement coordinator.
* Re-registration: Executive Director or Principal.

Change in rules:

* The college authority reserves the right to change any of the above rules at its sole discretion.

***Accepted By***

Name (Block Letter)

College Roll No

Stream

Academic Year

Signature of the student

Signature of the Guardian