



## **Don Bosco Institute Of Technology**

### **Training & Placement Department**

#### **Rules and regulations:-**

Students and parents are requested to read this thoroughly before signing. Placement is a privilege to the students not a right. These guidelines are framed to ensure equality and fairness of opportunity to all the students. The guidelines will ensure that maximum number of students get on-campus placement.

#### **Training & Placement:**

1. Students will be provided with placement assistance in the final academic year.
2. The campus recruitment may happen on or off the campus (At the company office) or pooled campus (At company decided college).
3. Students will be allowed to sit in any number of company interviews for as long as they do not get offer from the company.
4. **One job per student policy will be followed for all.**
5. College T&P cell do not have any control over the employment terms & conditions of the company.
6. If the scheduled campus drive is cancelled by company T&P cell is not responsible for the same in any way.
7. Student who gets offer from Job portals, own efforts etc have ethical responsibility of informing T&P cell about the same, such students should not participate in college placement activity as there is scarcity of Jobs in the market.
8. **Students cannot leave the job before 1 year of completion in the placed company else they won't be granted Leaving Certificate, Convocation Certificate and letter of recommendation if they plan to go for higher studies. This rule is being enforced so that only the students who are desirous of actual need of Job sit for placement and to maintain healthy relations with the company for campus recruitment of subsequent batches.**
9. Students of Mechanical and Electronics Telecommunication can sit for placement in Core Company even if they have offer letter from Non-core Company. Once they are placed in Core Company they are out of placement process.
10. Students those who are planning for higher education must mention in their registration form. This will be helpful to the T & P Cell to organize the seminar or an awareness programme to help the students for planning their higher education.
11. Students those who are planning to become an entrepreneur or wishes to continue their family business must mention in their registration form. This will be helpful to the T & P Cell to organize an Entrepreneurship Development programs. Firm up your plans for your future in advance. We respect your frankness.

**A. Eligibility :**

1. The eligibility criteria for final placement is minimum aggregate 55% or 6.1 CGPA till the last semester at the time of placement. Also eligibility varies from company to company T&P cell of college has no control over the same. The eligibility mentioned is just for calculating % of placement in our college.
2. Students not fulfilling the above eligibility criteria will be also provided with the placement assistance but in companies proposing "No Criteria" option for the placement.
3. It is mandatory to follow all the rules and regulations of the T&P cell of college.

**B. Job Offers :**

1. The T&P cell takes responsibility till job offer only, which can be an email confirmation or verbal confirmation for employment.
2. There can be a change in the salary, bond conditions, job profile, job timings, location, interview process, eligibility criteria, interview location, time & date of interview, allowances, incentives, position and any other factors related to employment from the company end.
3. College T&P cell does not take any responsibility for release of job offer letters, delay in joining, withdrawal of job offer or termination of employment contract from the company due to any circumstances.
4. College T&P cell is not accountable for any change in employment terms & conditions of the company.
5. Any candidate offered a job is a placed candidate for DBIT T&P cell.

**C. Student Responsibility :**

1. Students are advised to maintain 100% attendance in all T&P related activities.
2. Students who have already made up their mind of going for higher studies or going for entrepreneurship immediately after graduation are advised to not register for placements and should not sign this undertaking.
3. Since DBIT has focus on making every student employable, hence students are advised to become a part of training organised by college. The training expenses will be paid by students.
4. Any verbal or written communication between company & students should happen through the college T&P cell only.
5. Students are advised to provide & update correct data to college T&P cell.

6. Students are advised to attend the complete campus selection process of a particular company if registered for the same.
7. **If any student after registering do not attend the interview or backs out from interview process at any stage then the student will be debarred from T&P cell.**
8. Misbehaviour or negative feedback from company during on / off campus selection process will result in withdrawing placement assistance from the college.
9. **Students are not allowed to skip any Interviews of the company once they have registered themselves for the interview.**
10. There is no fixed order in which company visit the campus for placement. Hence its student's responsibility and choice whether he/she wants to skip or to appear for interview. Students are advised to make the decision very carefully.
11. A copy of offer letter need to be submitted to the department faculty coordinator and to training and placement cell through Training and Placement Coordinator.
12. If a student wants to withdraw from placement process they need to write letter to TPO and get it signed from Faculty Coordinator.

The above placement policies are subject to change as per requirements of the college. Students should abide with all the above mentioned T&P rules and regulations. Non submission of this document by or before **31<sup>st</sup> JANUARY 2018** will be considered as not interested for any T&P related activities.

I completely understand and accept all the above mentioned rules of DBIT Training & Placement cell to the best of my knowledge. I assure to follow all the rules & regulations sincerely and would like to register for T&P assistance from DBIT.

**Student Name :**  
**Mobile Number :**  
**Branch :**  
**Batch : DBIT 2017 – 2018**  
**Aadhar Card No**

**Parent Name :**  
**Mobile Number :**  
**Date of Submission :**  
**Aadhar Card No**

**Student Signature**

**Parents / Guardian Signature**