

**Bharati Vidyapeeth**  
(Deemed to be University)  
**College of Engineering, Pune**  
Training and Placement Department

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**Placement Policy for the Academic Session 2019-20**

1. The company should fill in the Job Announcement Form (JAF) AND SUBMIT IT TO THE Training and Placement department (T&P) as an e-mail attachment to [tpo@bvucoep.edu.in](mailto:tpo@bvucoep.edu.in) or in the form of a hard copy. The JAF should detail job profile for informing the students about the company's requirements.
2. The relevant content of the JAF is electronically broadcasted to all the students along with the other additional information furnished by the company.
3. The company can ask for the resumes/database of eligible students and has the liberty to shortlist them before beginning of the placement process.
4. The company will be allotted slots and dates (Placement Calendar) for conducting Pre-Placement talk (PPT)/Written Test/Online Test with a request to confirm the same by a specified date.
5. T&P generally allots a date and a slot to the company for the final placement process based on the following criteria;
  - a. Job profile and growth prospects.
  - b. CTC being offered by the company (CTC and Take-Home).
  - c. Past record of the recruitment.
  - d. Conduct of Pre Placement Talk/Written Test/Online Test before final Placement.
  - e. Internship offered for pre-final students.
  - f. Feed back from the students/alumni regarding the company.
6. T&P advises the companies to conduct the PPT much before the final placement commences. This will provide ample time to the students for making a considered decision in joining the company.
7. In case a company finds it inconvenient to visit the campus twice for going through its complete selection process, it may be allowed to carry out its entire selection process, including PPT, on a mutually agreed date.
8. **The final selection is not to be disclosed to the students directly.** The results are to be communicated to the T&P by the end of the assigned slot in a sealed envelope or through e-mail. T&P will then inform the concerned students.
9. The Institute follows 'One-Student-One-Offer' policy.
10. The company may also, if interested, conduct selections for summer internship during their visit. Internship policy along with Placement calendar can be referred for this purpose.
11. The company is required to send offer letters to T&P, who will then hand it over to the concerned students. Such letters are expected to be mailed to the T&P within a week's time-post final interviews. Job offered by the company has to be intimated to the T&P.

The concerned student has to express his/her choice to T&P within two working days of receiving the job offer. If he/she accepts the job offer, then he/she will not be allowed to participate in any further on-campus placement activity.

12. Following types of recruitment drives are considered as On-Campus placement drive:

- Campus drive conducted by Company / third party / assessment vendors in College / any other location.
- Pool Campus drive conducted by Company / third party / assessment vendors in College / any other location.
- Online/Offline assessments-based recruitments of students.
- Walk-in interview in Company premises