



**BHARATI VIDYAPEETH**  
**COLLEGE OF HOTEL AND TOURISM MANAGEMENT STUDIES**  
(Affiliated to Mumbai University)

## **Campus Placement Policy**

1. There is no restriction to all registered and eligible students on appearing in interviews till they secure job.
2. If student gets multiple offers at the end of a session she/he is free to take final decision of choosing any one offer.
3. We have "Two Offer letter" Policy in mentioned below
  - a. MT program and HOT Program
  - b. HOT Program and Entry Level
  - c. Hotel Job and Retail Job
4. A student selected in a 'entry Level ' category he / she has the option of upgrading to a 'MT Level Or HOT Level' Category Job by applying in next company which comes for an interviews.
5. Only two offers shall be permitted students.
6. Second offer shall primarily be given to the student with an option to go to higher category with good CTC.
7. At the end of the placement season, TPO may decide to call some companies only for the unplaced Students to help them secure their first offer.

## **Process of Registration for Students**

1. The process of registration starts from Second week of June Every Year For Final Year Students
2. The placement facility is available to all passed pre final year students if registered with TPO for placements. Any Student not registered is not eligible for Placement opportunities.
3. Students, who do not want to participate in the Placement process, are required to submit a form declaring their intention of non-participation in the Placement process.

## **Accepting an Offer**

1. The company shall provide selection list and/or offer letters to the Placement Office and not directly to the students.

2. When the Cell receives an offer letter from a company for a student, it shall communicate the same to her/him.
3. A time period will be declared within which the students have to inform the Cell regarding his/her decision on the offer. If he/she fails to do so, it shall be assumed that the offer has been rejected by him/her.
4. When a student receives a second offer, i.e. in the case of up-gradation, then he/she must inform Placement Cell in writing the final choice of the company with reasons by March or within the deadline specified by the company (whichever is earlier).
5. The above rule is also applicable to the OFF CAMPUS offer as well. For example, if a student gets an offer from campus and another offer off campus. He should inform and specify the reason to TPO if he/she is joining the off-campus company or PPO. Also the student is required to confirm their joining within one week as soon as he/she gets a second offer. Failing for same will be dealt accordingly.
6. Proper due-diligence should be done before formally accepting a job offer. Declining an offer, after formal acceptance, is violation of code-of-conduct & will be dealt accordingly.
  
7. A student who has accepted an offer is expected to join on the given joining date.

## **Student Code of Conduct**

1. It mandatory for all students appearing for any process of campus drive to come in formals. And maintain proper grooming. For boys it is mandatory to be clean shaven.
2. Students must keep their Identity Card with them at the time of Pre placement Talk (PPT) /Test/Group Discussion / Personal Interviews and produce the same when demanded by the visiting team or TPO staff.
3. Students are also requested to forward contacts they have, if any, in different companies so that TPO may formally invite these companies for placements
4. All post job-offer communication between student and Company should be channelized only through the placement cell.
5. Direct communication with the company officials is Not Allowed.
6. It is mandatory for students to register for the company to participate in the placement process of the company.
7. Attendance in PPT is mandatory after registration, to be eligible for further placement process.
8. Students proceeding after the PPT for the next step in the selection process of a Company cannot quit in between. If a student quits in between the process, then he/she will be debarred and will not be allowed to appear in any other future placement event. Student has a fair chance to inform their decision of not continuing for the placement process to TPO.

9. For the Pool campus drives in other college or if the company conducts any round outside the campus, the students who have registered / selected should compulsorily participate in the process. Students remaining absent in such cases will be debarred for any further placement opportunities.
10. Any kind of misbehavior / complaints reported by the company officials will be taken seriously and if proven, the student will be debarred from future campus placements.
11. If student is blacklisted then he/she can approach placement committee to make formal request for removal from blacklist. If the committee rejects his/her request then he can approach the director for the same. Decision of the director in the same matter will be final and binding. Once student is blacklisted he/she is debarred from placement process.

### **Non Acceptance due to Further Studies**

1. If a student does not accept an offer because of him/her pursuing higher studies (in India or abroad), the student needs to inform the placement cell as soon as possible (latest by April end) along with the letter/offer received by the university.