Vidyayāmruthamashnuthe

BNM Institute of Technology,BENGALURU
AutonomousInstituteAffiliatedtoVTU

BNMIT Policies

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Scholarships for meritorious and also economically weaker students / rural/ farmers children and insurance cover

The Management is happy to provide scholarship for a of total amount of Rs. 25 to 30 lakhs per year.

- CET students admitted within the ranking 1000 will be given a one time scholarship of Rs.25,000/- at the time of admission.

- Comed-K students admitted within ranking 3000 will be given a onetime scholarship of Rs.10,000/- at the time of admission.

- Merit scholarship of Rs.10,000/- will be given to all the students securing CGPA above 9.75 / 10 in 1st semester.

- Scholarship of Rs.10,000/- will be given to all the students securing more than 9.75 CGPA in any semester.

- Scholarship of Rs.10,000/- to Rs.25,000/- will be given to rural Karnataka students from economically weaker sections admitted through CET.

- Student who has secured more than 6.75 CGPA in exams and has represented VTU in sports is awarded Rs.10,000/-.

- Student who has secured more than 6.75 CGPA in exams and has represented Karnataka in any sports is awarded scholarship of Rs.25,000/-.

- Student who has secured more than 6.75 CGPA in exams and has represented our Country in any sports is awarded a scholarship of Rs.50,000/-.

- Cultural Scholarship of Rs.10000 to Rs.25000 to VTU youth festival members.

Gold Medals for merit students

- All students securing Ranks in VTU are awarded 22 carat gold medals.
- Students securing 9.75 CGPA and above in first four semesters are awarded a gold medal and similarly those securing 9.75 CGPA in the last four semesters are also awarded gold medals.

Student Insurance: All Students are insured for Rs.100000/-

Medical fund and reimbursement

The management of BNMIT has created a medical fund to reimburse medical expenses of its employees in case of sudden illness or accident requiring hospitalization. Medical fund shall be created from the monthly contributions made by the staff with matching contribution from BNMIT. The amount collected along with the management contribution shall be put in a Fixed Deposit and the interest accrued shall be added to the fund. Deduction of the contributions of Rs. 50 for nonteaching staff and Rs. 200 for teaching staff, towards contribution for the fund started from the month of April 1, 2017 with an initial contribution of Rs. 1000000/ (Ten lakhs) form the Institution. This has the approval of governing council held on Jan 28, 2017.

The following are the general guidelines for disbursement of medical aid.

1. Reimbursement is for staff who have contributed at least for six months.
2. Reimbursement is only for hospitalization expenses and does not include other incidentals.
3. In each financial year the maximum amount that can be disbursed is limited to 50% of the funds available at the end of previous financial year. This amount shall be declared by the committee at the beginning of each financial year.
4. Maximum amount of aid shall be limited to two lakhs.
5. The committee shall sanction a suitable amount subject to the maximum limit based on the severity of the medical condition.
6. The following committee shall meet within a week of the submission of claim and recommend to the management committee to sanction.
7. The accounts shall be audited along with the college accounts.

Committee for fixing the reimbursement:

1. Principal, Chairman
2. Head of the respective department
3. One representative from the teaching staff
4. One representative from the non teaching staff
5. Manager, Administration

Approval committee:

1. Secretary, BNMEI Chairman
2. Director, BNMIT
3. Additional Director, BNMIT
4. Principal, BNMIT
5. Dean Administration, BNMIT

Incentives for Publication of Research/ Technical papers by Faculty

The management pursuing its vision and mission has decided to bring further impetus for encouraging the research and development work carried out at BNMIT and consequent paper publication in reputed journals. The recognition will be in the form of cash incentive as detailed below and this new proposal will come into effect from 1st April 2021.

Q1 Rated Journals - Rs. 10,000/-
Q2 Rated Journals - Rs. 7,500/-
Q3 Rated Journals – Rs. 6,000/-
Q4 Rated Journals – Rs. 5,000/-

The policy for giving cash incentives shall be as follows:

1. This policy comes into force from April 2021.
2. Any publication in conference leading to publication in journals are eligible for 50% of registration fee for the conference. Once the paper is published in journal, difference amount will be paid based on the rating of the journal.
3. Faculties are eligible for a paper published in a given academic year (July -June).
4. The publication should have been made while working at BNMIT with affiliation to BNMIT.
5. The paper should have been submitted to the library for archiving.
6. The incentive given shall be equally divided among all the authors of the paper from BNMIT.
7. The selection of papers for incentive shall be done by Director, Additional Director, Dean - Administration and Principal in the month of July every year from the list of works submitted by the faculties to the Secretary. and the list of selected papers shall be published in the notice boards.

Financial assistance to Staff for Paper Presentation / Participation in Conference/ FDP's /Workshops / Any Training Programs

<u>(Effective from academic year 2017-18)</u>

The Management will be happy to provide financial assistance to the staff for paper presentation / participation in conference/ FDP's / workshops / any training programs registration both in India and abroad.

Recruitment & Promotion
(effective from 1.6.2013)

Assistant Professors:
Policy: Recruitment as per AICTE norms.
Minimum qualification is M.Tech. in relevant field with 1st class at B.E. level. Experience of 2-3 years preferred.
Procedure:
1. The requirement of staff both teaching and non teaching needed for the subsequent semester is determined by each HoD (as per VTU/AICTE guidelines) at the end of a semester and presented at the HoDs meeting.
2. The requirements are discussed in HoDs meeting and decision to appoint/recruit staff is taken.
3. Office sends out an advertisement in reputed news papers.
4. The received applications are sorted and sent to respective departments for further action.
5. Department scrutinizes the applications and those eligible are short listed. They also add applications received during the previous semester for scrutiny.
6. Short listed candidates for asst. professors are called for a demonstration evaluated by HoD and at least three other senior faculties.
7. The listed candidates are interviewed by the Board Appointment consisting of Dean, Director, Principal, nominee of the University / Commission, respective HoD and is chaired by Secretary, BNMEI.
8. Based on the performance, a merit list is prepared and the candidates are given appointment order.

Associate Professors and Professors:
Policy: Recruit as per AICTE norms.
The minimum qualification is Ph.D., in relevant field with minimum 5 years teaching/ research experience for Associate professor and 10 years experience for Professors.

Procedure:

Largely these positions are filled by invitation/ advertisement and interview by the Board of appointment mentioned above.

Recruitment of non teaching staff:

All laboratory instructors are appointed following the procedure given above for Assistant professors except for an additional written examination and/or demonstration.

General guidelines are:

1. Diploma with 5 years experience for Foreman.
2. Diploma with at least 2 years experience for Lab. Instructor
3. ITI with atleast1 year experience for Mechanic/ Assistant Instructor.

Promotional policies:

All promotions are based on requirement and faculty acquiring qualifications/ experience prescribed by AICTE for the post. Preference will be given to internal staff for filling higher positions before considering outside candidates.

Purchase Procedure – BNMIT
(Effective from 01.08.2015)

The procurement procedure of BNM Institute of Technology is to ensure that the best quality material with the best value for the goods, and services that is purchased from, and to maintain the highest ethical standards in dealing with, its suppliers. For this purpose, the indent of the department will be processed by it or by the department connected with the specific items as the case may be after approval from the Principal/Director.

Purchase needs arise in a variety of contexts. In some cases, the Institution with a purchasing need may wish to engage prospective suppliers in preliminary discussions. In other cases, the Institution may decide to ask the particular Purchasing department to deal with prospective suppliers.

For the purchases less than Rs. 5 Lakhs the Chairman of the Governing Body can take a final decision. For purchases above Rs.5 Lakhs,the quotations from multiple vendors are called and comparative statement is prepared. The purchase committee will negotiate with the vendors and contract will be awarded keeping in mind quality, durability and bid value, with the justification for the final choice.

Only staff/officials specifically authorized may sign purchase agreements on behalf of the Institution.

Faculty Performance Evaluation Process
(Effective from the academic year 2017-18)

A. Based on Student Feedback

All teaching staff are evaluated for their performance in teaching by taking student feedback on courses they teach. Students give feedback online through College Management System (CMS).

HoDs will have discussion with each of the faculty about student feedback and give their comments & advisory.

If the student feedback is greater than or equal to 70% and less than 90%, the faculty will be encouraged to perform better.

Basis for corrective actions:

a) If the student feedback is less than 70% and/or the result in the corresponding theory subject is less than 70%, the faculty will be counselled by HoD. The corrective actions for improvement are proposed by faculty in consultation with HoD and are implemented. The implementation of corrective actions is to be documented. Faculty may also be deputed for attending relevant training programs for improving their performance.

b) If the student feedback does not improve in consecutive semester, the faculty may be given more time for improvement.

B. Based on Self Appraisal

All teaching staff are evaluated for their performance using the self appraisal system every academic year (July – June). The faculty fills the self appraisal form which is authenticated by respective HoDs.

Director, Dean and Principal will talk to each of the faculty during the month August – September along with respective HoDs and give their comments / suggestions to the faculty.

Basis for reward / encouragement

a)If the self appraisal rating is greater than or equal to 90%, the faculty is appreciated with a letter of appreciation, valid for the specific year and a cash incentive of Rs.10000/- will be given as a reward.

b)If the appraisal rating is greater than or equal to 90%, for two consecutive years, a cash incentive of Rs.25000/- will be given as a reward to motivate such faculty.

c) If the appraisal rating is between 70 % and 90% faculty will be encouraged to perform better.

Basis for corrective actions

a) If the appraisal rating is less than 70%, the faculty will submit an explanation letter to HoD. Based on the explanation given by the faculty and other performance indicators of the self appraisal, HoD will give clear and specific actions to be taken by the faculty for improvement in the next academic year and a copy of such written communication shall be shared with the Secretary. The suggested action plans may be similar to one or more of the following:

i) To increase in the number of paper publications
ii) To participate in FDPs / training programs
iii)To improve academic performance
iv)To involve in departmental activities, etc.

b) If the appraisal rating does not improve in consecutive year, the faculty shall be given one more year time for improvement.

c) If the appraisal rating still does not improve in two consecutive years faculty will be referred to the management for being advised to seek an alternative employment.

Financial Power
(Effective from 01.04.2018)

To Principal: Joint authorized signatory (with secretary) for operating all BNMIT bank accounts.

To HODs: Imprest of Rs.5000/- to all HODs.
The complete sanctioned amount for sponsored research project is to be released once the same has been accepted and approved by designated / authorized persons.

Budget Allocation

1. During February each department and the administrative office prepares the budget estimate for the next financial year (April 1st – March 31st). This shall include
   a. Recurring expenditure
   b. Capital expenditure
   c. Non recurring expenditure
   d. Depreciation
2. Principal consolidates requirements of all the departments and the office prepares a budget for the entire college for the next financial year.
3. The budget estimate is presented to Governing Body, for discussion and approval.
4. Modified and approved budget estimate incorporating Governing Body comments is sent to all departments.

Budget Utilization

1. Get budget estimate approved for the next financial year.
2. Assess the time when equipment / software is needed and procure by following the purchase procedure laid down in this regard.
3. All the departments shall send allocation and spent details to the Principal by the end of financial year once, and another in the middle of financial year which will help for budget reallocation and approval.

Research at BNMIT

Preamble:

In the institutions that offer majorly UG programs, the prime focus of faculty members is on teaching-learning process for which they spend most of their time. The academic load of each faculty is generally such that practically either very little or no time is left to concentrate on research. Consequently, the contribution of faculty member and the institution towards research is minimal. However, the need of the present day is that all higher educational institutions must contribute to research for sustained development to be at par with the top institutions and compete at the global level. Besides, research culture in the institution leads to quality graduates who can contribute to their employer companies and for the sustainable growth at the national and global level.

The teachers who have only PG qualification as the highest degree will be motivated to enroll for Ph.D. in a premier Institution / University. They will be allowed to go and meet their guide to discuss on the research topics as and when necessary on OOD. They are also given reduced work load / leave during crucial period of their research like report writing, experimentation in R&D Institutions outside the College.

Teachers who have already completed their Ph.D. will be motivated to guide other teachers for their Ph.D., apply for funding from research funding organizations. If they get funding from the funding agencies the faculty will get reduced load (academics) based on the nature of work and involvement in the project.

The Management expects Faculty to execute at least any two of the following;

1. Publication of at least one research article in a reputed (Including Research Articles in reputed journals and Book Chapters as

recognized by NAAC, NBA, NIRF etc. - Thomson Reuters, Scopus, Web of Science, ASME etc.) journal per year. Institute may sponsor 50% of publication charges, if any.

2. One funded research project from funding agencies with a minimum amount of Rs.2.5 Lakh once in every three years.
3. One industry consultancy once in every three years.
4. Help in setting up of one Centre of Excellence in collaboration with any industry.
5. One patent every five years.

Research Overseeing Committee:

In order to oversee the progress of Research by the faculty opting for research and research activities in the institution, the following committee has been constituted.

Composition of the Committee:
- Director, BNMIT
- Dean, BNMIT
- Additional Director, BNMIT
- Principal, BNMIT
- HoD of respective department as convener
- Research Advisors from renowned Central / National institutions and industry (Invitee).

Roles and Responsibilities of the Committee: The committee

1. Meet twice in a year to evaluate the progress of faculty members and suggests course of action, if any.
2. Evaluates quality of publications and recommends teachers who have published quality papers for rewarding, to the Management.
3. Reports progress of research to the Management at institute level.
4. Addresses any other issues related to research in the institute.

Consultancy and Projects by faculty

BNMIT management would like to encourage consultancy by faculty members and take up research projects from different funding agencies. These activities should bring tangible benefits to the college such as industry projects to our students and other staff, placement opportunity to students, setting up facilities at college etc. While the Management is all for encouragement of the above it expects to be taken into confidence by the faculty before venturing into this activity of undertaking consultancy/project.

The policy for consultancy and sponsored project as below shall come into effect from 1st July 2017.

1. **Consultancy**
   a. **Purely within the college:**
      When faculty takes up consultancy work during college working hours or using college facilities the revenue is shared between the college and faculty in the ratio 40:60. However, the faculty has to complete all the academic work assigned before venturing into consultancy.
   b. **Purely external, outside the working hours of the college**:
      When faculty takes up consultancy work purely outside the college working hours and without using college facilities then the revenue is shared between the College and the faculty in the ratio 30:70. However, all the academic requirements of the college have to be fulfilled by the staff and written permission should be taken to carry out consultancy work and such work undertaken shall be with the knowledge of the institution.

2. **Sponsored research**
   When faculty under take projects from various agencies such as VGST, DST or industries through the college and set up facilities

within the college, college will pay 10% of the project value to be distributed amongst investigators (Principal investigator + co-investigators + others) at the close of the project. This kind of projects should preferably involve other staff and students of the college.

3. **Sabbatical/ leave of absence**

When a faculty wants to take leave of absence to work in an industry, it may be granted by the management depending on work load for a period not exceeding two academic years. During the period of absence no salary will be paid and the faculty need not share his/her remuneration with the college. However, request for grant of leave by the faculty should accompany appointment letter from the industry/ University with details of position, nature of work, emoluments and any other details which the college may ask for.

Skill Development Programme

Preamble:

Industries / IT companies today recruit graduates based on skills acquired by them during the years of gradation. We have seen in the past that just scoring 70% and above marks does not guarantee job for students. Apart from looking for soft skills, industries want individuals who are ready to take up work immediately after joining their companies. Further, graduates with higher and better skills, adjust / adopt to dynamic environment, and more effectively to the challenges & opportunities at work. Hence, there is a need to produce skilled and industry ready individuals in the domains of current interest. In order to address this issue, the institute has introduced Skill Development Programme (SDP) for all the students. The expected outcome of the programme is to mould students to be industry ready technocrats of tomorrow. This, in turn would increase the employability of students in industries - particularly core industries.

Procedure for Conduct of SDPs:

The following procedure is adopted by the institute to be followed by the departments for the effective conduct of SDPs;

1. Engineering / Management departments based on the expertise advice and from industry identify 2-3 verticals / domains of current trends in which students have to be trained.
2. Departments shall approach industries to collaborate with them in order to train students in the selected verticals/domains with hands on sessions.
3. Departments shall prepare course content in collaboration with concerned industry.
4. HoDs shall address the students with respect to SDPs of different domains/verticals and take their options on similar lines of open elective.
5. This programme is mandatory for all the students. However, it is optional for slow learners.

6. Students can opt any vertical / domain offered by any department of the institute.

7. One / two slots (hands on sessions) of 2½ hour each are allotted per week in regular time table.

8. Faculty members have been made in-charge for each vertical / domain in teacher-student ratio of 1: 15 to 1:20

9. Students and the faculty in-charge will be trained by industry experts for approximately 100-hour per year.

10. Role of Faculty in-charge:

Faculty in-charge will

- Maintain attendance of students.

- Continuously assist & monitor his/her batch of students during the sessions to cope up with the pace of the instructor.

- Evaluate weekly student assignments and document the same.

- Assist trainers to design assessment methods, tools, evaluation schemes and evaluate them.

11. Successful students will get certificates, issued jointly by the company and the Institution.

Innovative Project Lab (IPL)

Preamble:

The team spirit, creative thinking, self learning, lifelong learning and communication skills in students are the essential attributes of Engineers to fulfil dynamic industry requirements. To inculcate these attributes in students, the institution provided a platform for B.E. students to take up project of their choice and execute through Innovative Project Lab (IPL). Students shall come up with an idea and develop an executable model which has a good societal impact,

Procedure for Conduct of IPL:

The following procedure is adopted by the institute for the effective conduct of IPL:

1. Students form a group of 3-4 members.
2. Each Student Group is mentored by a faculty member. Academic units are allocated for faculty members for mentoring.
3. The IPL session consisting of 2 hours per week has to be allotted in regular time- table. During these sessions each mentor interacts with his/her group in a batch approximately for 40 minutes.
4. Role of Faculty Members: The Faculty Member

   a. Guides student group to execute project of their choice and suggests a project for student group who are unable to identify projects.
   b. Continuously monitors the progress of the project at pre-defined intervals and proper timelines.
   c. Evaluates projects based on well-defined evaluation scheme and rubrics.

Maintains attendance of students and other details of project till the completion with a brief project report.

Placement Policy 2021-22

Introduction:

- The role of the Training and Placement Department is to facilitate and counsel students for training and placement related activities. Training and Placement department aims to provide 100% placement assistance to all the registered students.

- The department strives to provide adequate training to all the students starting from first year to make them acquire all the skills required for placement.

- Students who are not willing to take up a job should submit a letter stating the reason to Training & Placement Department before the registration process.

Career Counseling Programs:

- Department has also partnered with M/s. Byju's& M/s Princeton Review to provide handholding for career counseling for students.

- For all queries and doubts, students are advised to approach the Training & Placement Department directly.

General Eligibility Criteria and Instructions for Placement:

a. Preferably student should get an aggregate of 6.75 CGPA& above throughout from 12th standard onwards.

b. Preferably student should not have any active backlogs.

c. It is mandatory for every student to register for Campus Placement 2021-22.

d. While registering for placement students should enter accurate details including their mail id, mobile number, postal address, alternate number etc.

e. Marks entered during placement registration should match with the marks cards issued by the university. If any discrepancies are found during verification then he / she will be debarred from placement activities.

f. It is mandatory to mention backlog details at the time of placement registration. Also, it is compulsory for students to update their backlog status or change in marks to their placement coordinators as and when they clear through revaluation / re-examinations.

g. The mobile number / email id entered at the time of placement registration should not be changed under any circumstances as those details will be shared to various companies for recruitment activities.

h. The students are responsible for the data they provide during registration. In the event of any discrepancies, students will be held responsible and as a consequence may have to face any kind of disqualifications or rejection of offers.

i. Students who register for campus placement should compulsorily attend all the training programs recruitment activities conducted by Training & Placement Department.

j. It is mandatory to maintain a minimum of 95% attendance during training activities conducted by T&P Dept.

k. If there are any absenteeism during the training activities the students may lose interview opportunities as mentioned below:

Sl No.	Percentageof Attendance	Eligibility for Drives
1	95% & Above	Eligible for all drives
2	90% to 94.99%	Will not be eligible for first 2 drives
3	80% to 89.99%	Will not be eligible for first 4 drives
4	70% to 79.99%	Will not be eligible for first 6 drives
5	Below 70%	Will not be eligible for any drive

l. During the Campus Placement season of 2021-22 a series of training programs and assessments are scheduled for the enhancement of employability skills. It is advised for all the students to keep a track of the same and attend all these programs without fail.

m. It is advised for all the students to take part in various Hackathon events shared by T&P Dept.

Job Offer Details:

Every student is eligible for 3 offers.

➢ 1 Dream Company Offer – (Offer with highest package)
➢ 1 Core/Product Company Offer – (Offer related to the stream)
➢ 1 Service Company Offer – (Offer for development roles / technical support)

Note:

- If a student is selected in Dream Company then he/she will not be allowed to take up any other offer.

- If a student is selected in Core Company then he will be allowed to take only the dream company offer.

- If a student gets an offer in Product Company before appearing for Service Company then the student is not eligible to attend any service company drives.

- Students placed in Product / Service Company will be allowed for a dream Company Offer only if there is a minimum difference of Rs. 3.00 lakhs and above from their existing offer.

- If any student is not meeting the above criteria but still wants to participate for any Product / Dream Company offer, then he / she may approach the T&P Dept for consideration.

It is mandatory for every student to carefully understand the Job Offers rules and adhere to the same.

Drive Instructions:

- Once the Campus Recruitment drives are started during September / October months students have to compulsorily register before they appear for selection process of each company.

- If students register for a drive it is mandatory to appear for the selection process failing which strict actions will be taken against those students.

- As a part of campus selection process the company which visits the college will conduct Pre- Placement Talk / Written Tests, Technical & Personal Interviews according to their schedules.

- Once the student is placed in a company then he / she will have to confirm his / her offer acceptance and adhere to their decisions. If they are not able to join the company for any genuine reasons then they have to submit a letter duly signed by them and their parents. Such students will not be allowed for any further campus recruitments.

- Companies conduct online test as a part of their recruitment process. Mobile phones are strictly prohibited during these online tests.

Documents, Dressing & Etiquettes:

- It is mandatory for all the students who register and participate for recruitment drives to carry the documents mentioned below for every drive they attend:

1. College ID Card
2. Any one Govt ID Proof & Address Proof (Voter ID, Pan Card, Passport &Aadhar Card, etc.,)
3. 4 Copies of updated resume
4. 5 Latest Passport Size Photographs
5. Photocopies of all your marks cards (10th, 12th / Diploma & B.E. all semesters)
6. Photocopies of any skill certifications
7. Admit Cards (if issued by the company)

- Should always have all above documents as softcopies saved in a drive/cloud for a quick access in case of any need.

CLOTHING

Boys:
Boys should wear formals / suit in traditional colors such as navy blue, charcoal gray or black, in solid or stripe patterns. The shirt needs to be a long-sleeve and button-down, preferably in a solid color such as white or a light blue. The tie can have a small print or color; however, its overall appearance should be conservative. Socks need to be a dark solid or a small pattern. Shoes need to be in leather (Black or Brown).

Girls:
Formal clothing - Suit with White Shirt & Dark Trouser / Salwar Suit with Dupatta in pastel shades ideally solids like light blue, pink, white, grey & purple, etc. Wear low to medium leather, heeled shoes / sandals. Never wear open toe shoes.

Hair/Makeup
Keep hair nice and neat. There is no specific hairstyle recommended, only that your hair should be clean and well groomed. For short haired women, hair should be neatly cut and for long hairs it should be neatly tied up.

Girls need to wear minimum makeup. Boys, need to be clean shaven / with neatly trimmed beard.

- The students must maintain proper discipline and decorum at the time of campus placements. Any indiscipline / unlawful activity may affect the image of the college and career of the concerned students. Strict departmental action will be taken against the students, who will create any such problems. Such students will also be blacklisted from all the future placements.

Tips for interview preparation:

- The students should go through all the study materials issued during the training program and also start preparing well on Coding / Programming, C, C++, Java, aptitude test, general maths, general English & domain specific subjects.

- Companies conduct psychometric test and group discussions. So, students should be well prepared for that as well.

- Students should also be prepared for online interviews conducted by companies where they should have necessary infrastructure like Laptop / Desktop Computers with webcam & better connectivity internet

- You must also visit the website of the concerned company to get useful information about the company, which could be helpful at the time of interview.

- Most important please share all the news related to recruitment activities with your classmates and roommates this will help them to be aware in case if they have missed any communication by the T&P Dept.

- It is strictly advised not to spread any false rumors about company recruitment drives. Anyone found spreading false rumors and misleading information will be treated with disciplinary action.

- Only the eligible students should sit in the recruitment process. If any student found sitting for the recruitment process of any company for which he/she is not eligible, then they shall be blacklisted for future placements and strict departmental action will be taken.

- Remember all this activity is for your future and your career. Any misbehavior / miscommunication / unlawful activity may ruin your career. So, you are instructed to be well prepared, disciplined and aware about all activities.

DECLARATION

<u>**USN No:**</u>

It is mandatory for all the students to follow below guidelines without fail to get placement and career guidance till the time they pass out from BNMIT.

I_____ student of _____ semester_____ branch ensure that

- I am aware that it is mandatory to register for 2021-22 placement process to get placement assistance.

- I will compulsorily attend all the training programs both regular and online conducted by the Department of Training & Placement.

- I will be punctual for all the trainings and company selection processes conducted by the Department of Training & Placement.

- I understand the selection process conducted by few companies may be online and I will be ready the necessary arrangements to participate in the selection process.

- I will mandatorily attend the selection process in the specified dress code.

- I understand that I have to attend all the eligible campus drives which I register without fail.

- In case if I donot attend the selection process after registering then my name can be removed from the placement assistance.

- I will maintain decorum in all interactions with company officials such as Pre-Placement Talk, written exam and so on. I will also reach for PPT / Test / Group Discussion / Interviews on time. If I am found violating this I will be liable for disciplinary action.

- If I withdraw the offer after being shortlisted by a company at any stage without the approval of Training & Placement Department the department can debar me from participating in future selection processes.

- I will compulsorily carry 2 copies of my updated resume, college ID card, photocopies of all the marks sheets, 5 passport size photographs and other documents as specified by the company for the selection process.

- I ensure that all the information provided on my resume will be accurate.

- I understand that all communications related to placement activities are done through e-mails.

- I will ensure that I will check my mails regularly. In case of any delayed responsesfrom my end necessary actions may be taken by the Department of Training & Placement Department.

- If I misbehave in any manner during the selection process strict actions can be taken by the Department of Training & Placement.

- I will not directly contact any company official for any purpose. This includes forwarding of resumes for consideration. I understand that all communication should be channelized through the Training and Placement Department.

- For any training and placement related issues I will directly contact the Training & Placement Department and also keep my department placement coordinator informed.

Student Signature   **Parent Signature**

Note: Students are required to note that the Training & Placement Services is an additional facility offered by the Institution and cannot be construed as a guarantee of a job offer. The decision regarding making job offers is left to the discretion of the companies participating in the Campus Recruitment. At the end of academic year, if any students are not placed, T & P Department will extend support to such students, only for off-campus recruitment drives.The terms in this policy will be reviewed from time to time and may be modified by T & P Department as per

Performance Enhancement (PE) Classes

Preamble:

A slow learner is a student who has the ability to learn necessary academic skills but at the rate and depth below average than same age group. Generally, in a class of 60, 5-10 students are slow in learning due to number of reasons viz lack of interest/concentration, low grasping power, rural background and lateral entry to the course. If slow learners are hand held and guided they will perform well in both internal and external assessment, leading to prolific increase in overall pass percentage in examination. Placing such students in companies becomes easy. Such students can be brought to the main stream by personalized coaching through effective conduct of performance enhancement classes.

Procedure for the Conduct of Performance Enhancement Classes:

The following procedure will be adopted by the institute to be followed by departments for the effective conduct of performance enhancement classes;

1. Slots for performance enhancement classes are to be included in regular time-table. At least one-hour slot per subject per week shall be provided and more slots to be added, if necessary for some subjects.
2. The academic units are at located for faculty for handling performance enhancement classes.
3. Departments shall identify slow-learners based on their performance in previous internal and external assessments / PUC (for I year students).
4. Course teachers shall prepare notes/material consisting of module-wise question bank, and is to be approved by the Program Assessment and Audit Committee (PAAC). This material must be shared with slow learners at the beginning of each semester.
5. The slow learners shall attend performance enhancement classes specially scheduled and get their doubts cleared. If any student is not

attending performance enhancement classes regularly, course teacher is instructed to bring him/her to the Principal/Dean through HoD for counselling.

6. Course teachers must maintain attendance of performance enhancement classes in the same class register in a separate page.

7. Principal / Dean will visit departments frequently to check the effective conduct of classes and interact with each course teacher during the visit.