

Banarsidas Chandiwalla Institute of Hotel Management & Catering Technology, New Delhi

MISSION AND PURPOSE

Banarsidas Chandiwalla Institute of Hotel Management & Catering Technology is committed to establishing and facilitating opportunities for the growth and advancement of its students.

We aspire to integrate and execute activities like Out Door Catering, Training and Placement, while maintaining quality Industry relations, which in turn enhances the quality and success rate of Training and Placement of students throughout the year.

All students eligible for placement shall be governed by the rules, regulations, and guidelines prescribed by the Institute.

We are responsible for bringing forth internship and job opportunities to the best of our capability.

The decision of the Institute will be final and binding, in case of any dispute(s).

FOR STUDENTS:

CODE OF CONDUCT

1. The Training and Placement Faculty Coordinators deal with the placement affairs, both internal and external. Student Coordinators will be selected for the Training and Placement Committee after diligent selection process.
2. For details and updates regarding the Placement, all eligible students shall stay in constant touch with the Training and Placement Coordinators.
3. Attendance in Pre Placement Briefing is mandatory, to be eligible for the further placement process.
4. The students have to submit their resume at the time of registration for availing placement assistance.
5. Under no circumstances, a resume shall be accepted after the deadline has surpassed.
6. Avoid applying for internship/job opportunities if you do not wish to take them forward.
7. It is mandatory to keep the Training and Placement Department informed about any kind of conflict between the external firm and the student.
8. Any sort of misbehavior/complaints reported during training or by the visiting firm's officials will be taken seriously and if proven, the student will be debarred from future campus placements/blacklisted.
9. Misbehavior with faculty and student coordinators may also lead to blacklisting.

PLACEMENT PROCEDURE

1. Short-listing Hotels
2. Pre Placement Briefing
3. Submission of resume
4. Preliminary Rounds
5. Interview
6. Job offer

INDUSTRY INTERNSHIP POLICY

The Industrial Internship Program is designed to give Hotel Management College students practical experience in the hospitality industry. The duration of the Industry Internship is 22 weeks as prescribed in the syllabus. This policy defines the criteria, guidelines, and expectations for students participating in industrial internships.

1. To qualify for industrial internship assistance, students must meet the prerequisite criteria established by the institute, as follows:
 - a. Attendance (minimum 75%)
 - b. Participation in outdoor events organized by the institute (Minimum 2 in each semester)
2. Students are required to submit their resumes using the template provided by the Training and Placement Department.
3. Students are expected to attend interviews, tests, and activities (if any) organized by the Training and Placement Department, ensuring they are:
 - a. Punctual
 - b. Well-groomed
4. Once a student is provided internship by the Training and Placement Department, they have to undergo their Industry Internship in the same hotel.
5. Gaining experience in all four core departments of the hotel is advisable.
6. Students not attending interview(s) on any day are required to attend classes as per the given schedule/timetable.
7. It is mandatory for students to appraise their progress fortnightly to the Training and Placement Coordinators and their mentor.
8. If any student arranges their own internship, they must inform the Training and Placement Department through a formal application, submit the copy of offer of training letter (official email from training department of the hotel) and obtain a NOC from the institute.
9. Students can participate in an international internship. If the student receives such an offer, they must inform the Training and Placement Department through a formal application, submit the copy of offer of training letter (official email from training department of the hotel) and obtain a NOC from the institute. Students are advised to complete due diligence while accepting opportunities for international internship. Students will be responsible for any ensuing financial implications of the same.

PLACEMENT TERMS & CONDITIONS

1. Students are expected to attend the interview/tests/activities organized by the Training and Placement Department of BCIHMCT by being punctual and appropriately dressed.
2. Students once placed by Training and Placement Department will not be helped for further placement assistance at the lower or same positions. (Only higher position will be considered). In the event of placement offer(s) from more than one company, the student would be allowed to choose between the offers.
3. On securing a job through Training and Placement Department, the student must hand over a copy of their appointment letter and signed acceptance for the given offer.
4. You can opt for any of the departments apart from your area of specialization.
5. The Training and Placement Department strictly enforces ONE STUDENT- ONE JOB OFFER policy.
6. Students will not be eligible to avail of placement assistance in the following cases:

- a. Attendance being less than 75% in any circumstances.
- b. Not completed and/or not passed the external examination of 22 weeks Industry Internship.
- c. Refusing a job offer made by an organization subsequent to the interview scheduled by Training and Placement Department.
- d. Not attending the interview scheduled by the Training and Placement Department without prior notice and approval.

TRAINING AND PLACEMENT KIT

The students must maintain a placement kit in prescribed folder containing the following documents and must be available with student from pre-final semester itself.

- a. 5 copies of their latest resume duly vetted by the Training and Placement Coordinators.
- b. 5 passport size photographs with light background (both ears visible).
- c. All relevant testimonials/certificates in original (and 2 photocopies of each).
- d. Government issued photo identification proof (original and a photocopy)
- e. A copy of the project report(s)/ training certifications and reports thereof undertaken by the student during the professional academic program.
- f. Executive Folder to carry all documents
- g. Notepad, pen/pencil.

All above mentioned documents must also be available with student in online mode (in mail or Google drive etc.) at all the times to serve emergency calls, if any.

Most updated resume, portfolio link etc. as applicable must also be submitted by students to Training and Placement Department from time to time.

DRESS CODE

All students must follow a prescribed uniform during recruitment process unless otherwise stated. Defaulters may not be allowed to participate in the corresponding activities/events.

In addition to the prescribed Dress Code, student must adhere to following general guidelines:

- a. All students must carry BCIHMCT Identity Card. They must wear their name tag.
- b. Neatly cut hair of reasonable size for non-Sikh students. Male students not sporting regular beard are required to come clean-shaven.
- c. Turban and well groomed beard for Sikh students.
- d. Well-polished Black formal shoes are essential.
- e. Girl students should consider wearing only essential jewellery item(s), if they want to sport any jewellery. Only formal footwear is permitted. The make-up and cosmetics should be simple, decent and to be kept to bare minimum.
- f. There are some organizations where having a visible tattoo or body piercing is unacceptable and may eliminate/bar you as a candidate.
- g. Some companies may also prescribe a dress code (e.g. Hospitality dress-code, Sports-wear, etc.) relevant to the job profile for which the candidates are being addressed. Candidates participating in such processes must adhere to this specific dress code (if any).

PENALTIES

1. Maintenance of decorum is assigned the highest priority by the Training and Placement Department.
2. Unprofessional behavior such as deliberate absence from the placement (selection) process of a company/ turn unresponsive, etc. would result in immediate blacklisting of the student.
3. Latecomers for preliminary round/ aptitude test/ GD/ interviews may not be allowed to appear for the selection process.
4. Uninformed withdrawal in the middle of an internship would lead to the student being blacklisted.
5. Any student found violating the discipline rules set by the company or defaming the institution name will be blacklisted.
6. If blacklisted, the student shall be suspended from applying to training and job opportunities for rest of the academic year.
7. Any kind of malpractice in the selection process is a serious offense.
8. Any student found guilty would be prohibited from participating in the recruitment process henceforth.

COMMUNICATION GUIDELINES

1. The students are advised to check (more frequently during the placement week) Notice Board, their email and WhatsApp groups for all Training and Placement Department related updates.
2. The grievances of student members regarding the placement process/opportunities circulated (through the Training and Placement Department) shall be addressed by the Training and Placement Department.
3. Students who are not registered on the Training and Placement Department portal are excluded from the process. However, a student can contact the Training and Placement Department for their registration.

If the market situation necessitates a revision in the Placement Policy, it will be done in a manner so as to maximize the benefit to the student community as a whole.

FOR RECRUITERS:

1. The Training and Placement Department, BCHIMCT strictly enforces One Student One Offer policy. Exceptions to this rule, as below:
 - a. Placed students shall be eligible to appear for interviews of companies offering a higher position or CTC.
 - b. Students may get multiple offers due to non- disclosure of results in time by companies. Under these circumstances, the Training and Placement Department provides the students with the liberty of choice. The decision of the student shall be considered final.
2. It is hereby informed that the Training and Placement Department accepts CTC not less than 4 LPA and any request for deviations shall not be accepted.
3. Once the offer letter is received, the Training and Placement Department ceases to be the point of contact between the student and the recruiting company.
4. The Placement Cell should be notified of all the prerequisites of an internship/ job in advance.
5. The Placement Cell would like to apprise that no change can be made in the CTC or the profile offered to the student, which operates against the student's interest, after the appointment.
6. The recruiting company must disclose a tentative duration of the recruitment drive. (This is to be disclosed as students may apply elsewhere due to non- disclosure of results within reasonable time- frame by the companies).
7. The recruiting company is required to provide following details
8. The Company Name
9. Job Profiles
 - a. Job Description
 - b. Eligibility
 - c. Skills Required
 - d. Perks
 - e. Type of Internship/ Job
 - f. Duration
 - g. It is mandatory for the recruiting company to inform the Training and Placement Department regarding the number of students selected (if any), along with their names via E-mail after the recruitment drive has been completed.

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TRAINING AND PLACEMENT TEAM

Dr. Reshma Kamboj (Training and Placement Incharge) – 9810162553

Dr. Manish Malhotra (Placement Head) – 9899792025

Ms. Divya Thakur (Training and Placement Coordinator) – 7840007199

Ms. Jyotsna (Training and Placement Coordinator) – 8847202177

Ms. Neha (Training and Placement Coordinator) – 9899281477

Prof. R.K. Bhandari
Principal