



BITS Pilani

Pilani | Dubai | Goa | Hyderabad

Internship Guidelines 2024-25

Internship Guidelines



- Students can apply to the companies of choice unless a company is declared mandatory, in which case they must apply if they are eligible.
- It must be noted that the Deadline for applications are scheduled automatically on the Portal and can't be extended due to the time sensitive demand for student profiles from companies.
- It is mandatory for all applicants to attend the Presentation organized by the Company.
- It is compulsory for all students to apply **only** with the resume generated on superset.

DO's

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DO learn about the company and the job profile before you apply for the same. Listen to the presentation attentively. Engage the recruiter in informed questions and comments. Any delay in the joining or offer letter, PU is not responsible.

DO keep multiple soft copies of your resume on your laptop/pc throughout a selection process. Also keep a soft copy of your BITS Id card and passport size photograph.

DO regularly check the Superset portal. Reminder mails will not be sent out for each process and we are not responsible for any deadlines missed.

DO apply for every company that has been marked compulsory if you are eligible for it. If you do not apply for such a company, stringent and immediate action WILL be taken.

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DO join the meeting/link of PPT / Test well in time. Joining the test links at the mentioned time should be given highest priority.

DO make sure that all the documents(soft copies) needed to attend the process are available with you before the process begins.

Formal clothing is **COMPULSORY** for interviews.

DON'Ts

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DO NOT get into an argument with the EXECUTIVES, at any time.

DO NOT attempt to make contact with the company as a representative of BITS Pilani. If anyone is found doing the same, she/he will be dealt with DIRE consequences.

DO NOT attempt to contact a company through any form of communication to address any kind of issues, queries, concerns etc. Any issue that needs clarification should only and only be addressed to Placement Unit as **PU is the sole mediator between company officials and students.**

DO NOT quit mid way through any selection process. If you have cleared the first step of selection process it is **COMPULSORY** to go through the subsequent processes you are shortlisted for. Also if you receive an offer from a single company at a given time, you must accept the offer.