



## Placement Policy for Recruiting Companies

**AY 2024-25**

Dear Valued Partner,

It is a pleasure to see your interest in hiring students from BITS Pilani, Hyderabad campus. We hope to meet your expectations both in terms of student quality and the overall hiring process and experience. We, at BITS, assign considerable importance to the Placement Process and extend all support to facilitate a match between recruiter expectations and student aspirations and to ensure that the recruitment process runs smoothly and all visiting companies have a successful placement drive.

We have mentioned below the important points of the Placement Policy of BITS Hyderabad for the AY 2024-25. We request you to please read the following points carefully, and also ensure that your recruiting team is aware of these points.

### **A. Placement Guidelines:**

1. All visiting companies are requested to mark all placement related communication to [placement@hyderabad.bits-pilani.ac.in](mailto:placement@hyderabad.bits-pilani.ac.in).
2. All the companies are requested to share with the Placement Unit, a detailed description of the recruitment process they intend to conduct- the number of rounds, activities of each round (online tests, interviews, GD, etc.), estimated duration of each round and any other important information. However, this can vary from company to company. The schedule for all the activities pertaining to recruitment, as informed by the Institute Placement Team, should be strictly followed.
3. Each student may secure a maximum of two jobs pertaining to the Dream Job category. However, there are certain conditions (applicable only for full-time hiring);
  - i. Students having a Dream Job\* in hand are exempted from further participation in the placement process with the exception of the case of a Fantasy Job\*\* company, as explained in point II, below.
  - ii. Occasionally (once or twice a year), the higher management at the University may deem a company as a Fantasy company. For such companies, students may appear irrespective of whether they have been placed earlier in a Dream Job or not. If selected, the choice of which company to join rests with the student and such cases will be notified to you.



\*Dream Job: The Placement Unit decides the nature of the job based on the Brand value, the CTC offered and student preference. Each placement cycle has its own category. Please refer to the invitation mailer by the campus head for further information.

\*\*Fantasy Job: All international companies and some of the exceptional organizations based on the brand value, CTC and role offered are categorized as Fantasy Jobs as decided by the Placement Unit from time to time

### **B. The Recruitment Process:**

1. On any given day, there will be multiple companies conducting their recruitment process simultaneously and each company will be informed beforehand about their timings and the other company participating in the same day. We will try our best to ensure there is no clash in timings in the activities of all companies.
2. It is mandatory for all the students shortlisted in the first round of a particular company to appear for its second round, shortlisted students of the second round to appear for the third round and so on. This will ensure all companies will have access to all the shortlisted students.
3. The SPOC will work out the logistics with the HR/visiting team for smooth coordination. Kindly share all details & preferences prior.
4. We would like to host all companies on campus in an offline mode; however, in case this is not possible, we can conduct the hiring process in a hybrid/completely online mode (Refer below).
5. For Virtual Recruitment:
  - i. The company needs to share their logistical requirements (specific software, preferred platforms, proctored tests, etc.) if any, with the Campus Placement Team well in advance so that the Team can make provisions accordingly.
  - ii. If a student reports internet/power failure, the final decision will rest in the organization's hands. However, we request all organizations to be considerate for genuine cases on the request of the coordinating Internship Team. We suggest all organizations to consider these issues while planning their recruitment processes and consider conducting two tests, telephonic interviews, etc.
6. BITS Hyderabad has a strict policy against any form of cheating or plagiarism. We will do our best to prevent such malpractices. However, if any such case arises, organizations should report them to the Placement Unit immediately, and the students in question will face severe consequences in accordance with our student guidelines.



7. On completion of all rounds, all companies have to submit 2 lists to the Placement Unit-
  - a. Confirmed Offers - A list of candidates they wish to extend an offer letter to, and
  - b. Waitlisted Offers - A ranked list of waitlisted candidates; If a student from the prior list receives multiple offers and decides to join another company, the company must select candidates from the waitlist according to the ranking to meet their numbers.
8. All Job offers are to be made through the Placement Office only. The acceptance letters of students selected by the company will also be sent through the Placement Office.
9. In a number of cases, we will be forwarding student resumes to you beforehand. However, some of the students shortlisted by you in the resume shortlist round may get placed before your allotted recruitment slot. Hence, we request you to keep an extended shortlist of students to compensate for such occurrences.

#### **C. Students Joining Status:**

Apart from this, students may also decide to pursue higher studies, go for entrepreneurship, may get a PPO as part of their internships, or may get a job through an off-campus process without the knowledge/participation of the Placement Unit. As the Placement Unit, we will do our best to ensure that students give you a notification well in advance in case of a change in plans, but are not in a position to force a student to take up an offer with you or notify you in advance.

#### **D. Internship Policy:**

Kindly note that the Placement Unit is not in charge of internships via Practice School, so we will not be able to allow students to do their January- June internships with you. However, a Higher Degree student (M.E/ M.Pharma) can join from January as an intern if they are offered a full-time role during campus hiring. However, the final decision, in this case, will rest with the Practice School Division.

#### **E. Joining Dates:**

The uniform joining date for all students, irrespective of the semester in which they have been hired would be the first week of July 2025, after the completion of their internships. We request you to not schedule any orientation or on boarding procedures before July 2025, as students will not be in a position to attend/join. For internships, the students can be expected to join around the last week of May, after their end-semester examinations and the end date for the same would be around the last week of July.



**F. Important:**

When a company fills a Job Application Form (JAF) at the time of hiring, it is understood that they have evaluated their hiring requirements for the year - companies should not revoke offers at a later time. In addition, it is necessary for all recruiters who defer on boarding to issue an offer letter dated as per the original date of joining. It is compulsory for all companies to give a final offer that matches the CTC mentioned in the JAF filled at the time of hiring.

During the pitching process, you would have been in touch with one of the students from the Summer Internship Team of the Placement Committee. This team changes once in a year. For any follow-up, please write to [placement@hyderabad.bits-pilani.ac.in](mailto:placement@hyderabad.bits-pilani.ac.in).

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We do hope to conduct the process with the utmost transparency and smoothness; hence, we need to share the above-mentioned points with you well in advance. Do let us know in case you have any concerns regarding the same.

We look forward to hosting you this season!

Warm Regards,

**Placement Unit**