



Summer Internship Policy for Recruiting Companies

AY 2024-25

Dear Valued Partner,

It is a pleasure to see your interest in hiring students for Summer Internship 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 Summer Internship 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.
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 will secure only one Summer Internship Offer.
4. Summer Internship is a non-academic activity and is completely the choice of the student to participate or abstain from participating

B. The Recruitment Process:

1. On any given day, there might be multiple companies conducting the Summer Internship recruitment process simultaneously and each company will be informed beforehand about their timings and the other company participating in the same day.



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 Summer Internship 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 get an internship through an off-campus process or based on their personal contact without the knowledge/participation of the Placement Unit. We will do our best to ensure that students all offered students join the organization. However, we will not be in a position to force a student to take up an offer with you. The Placement Unit will however notify the organization only after receiving a written confirmation from the offered candidate.

D. Pre-Placement Offers (PPOs):

All On-Campus Summer Internship Pre-Placement Offers have been classified as Dream Jobs. Therefore, the students who have received PPOs through their summer internship have a choice to accept or decline the offer. Those who accept the same will be allowed to only sit for companies which will be classified as Fantasy. If they get an offer in any of these companies, the students are expected to report their final decision at the earliest. We will inform the company. However, in certain cases the Placement Unit holds the discretion to allow students to sit for placements for certain organizations.

E. Joining Dates:

The uniform joining date for all students, irrespective of the semester in which they have been hired, would be between the end of May and the end of July every year. The interns will be available for a duration of 8 weeks only.

All companies hiring Summer Internship has to clearly inform the Placement Unit regarding the offering of the PPO through confirmation in writing. In case if the Placement Unit does not hear about the PPO status then the student will be considered as unplaced and will be allowed to appear for Placement commencing from August post completion of the internship.



F. Important:

When a company fills an Internship Application Form (IAF) at the time of hiring interns, it is understood that they have evaluated their hiring requirements for the interns - companies should not revoke offers at a later time. In addition, all companies to give the stipend as mentioned in the IAF 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.

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 for the Summer Internship season!

Warm Regards,

Placement Unit