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, Goa campus. We hope to meet your expectations both in terms of student quality, 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, we strive 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, Goa 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 communications to placement@goa.bits-pilani.ac.in.

2. All companies are requested to share with the Placement Unit, a detailed description of the recruitment process they intend to conduct- the number of selection 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 Placement Team, should be strictly followed.

3. Each student shall secure only one Summer Internship Offer.

4. Summer Internship is a non-academic activity and is completely depends on the choice of the student to participate or abstain from participating

B. The Recruitment Process:

1. On any given day, there will be a maximum of three 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. We will try our best to ensure there

no clash between timings of all participating companies.

2. We will be scheduling tests and PPTs for all the companies as per mutually agreed schedules to ensure a smooth process on campus. Thus we request all companies to finish their test before their visit. We request all companies to finish their interview process by 5:00 pm, because the evening is scheduled for the next day's PPT's. This gives time to the students for preparation for the next day.

3. 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.

4. Every company will be assured of four cubicles/interview rooms. They are advised to plan the number of panel members they intend to bring to the campus accordingly.

5. **We would like to host all companies on campus in an offline manner; however incase this is not possible, we can conduct the hiring process in a hybrid/completely online mode. Refer below the process for Virtual Recruitment.**

6. <u>For Virtual Recruitment:</u>

   I.   The company needs to share their logistical requirements (specific software, preferred platforms, proctored tests, etc.) if any, with the 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 recruiting organization's hands. However, we request all such organizations conducting test in virtual mode to be considerate for genuine cases on the request of the coordinating Internship Team. We suggest all recruiting organizations to consider these issues while planning their recruitment processes and consider conducting two tests, telephonic interviews, etc.

7. BITS Goa has a strict policy against any form of cheating or plagiarism. We will do our best to prevent such malpractices during selection processes. 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.

8. 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.

9. Summer Internship recruiting companies are requested NOT to involve anybody from the institute in the decision-making process while either shortlisting or selecting candidates.

10. 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.

11. 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. <u>Students Joining Status:</u>

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 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. However, the Placement Unit shall notify the organization only after receiving a written confirmation from the offered candidate.

D. <u>Pre-Placement Offers (PPOs):</u>

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 if the CTC is more than 1.75 times the CTC of their Summer Internship PPO.

E. <u>Joining Dates:</u>

The uniform joining date for all students, irrespective of the semester in which they have been hired would be between Mid of May to Mid of July

every year. The interns will be available for a maximum 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, the recruitment team 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@goa.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 for the Summer Internship season!

Warm Regards,
Placement Unit
placement@goa.bits-pilani.ac.in