



## **BIT Mesra Campus Placement SOP**

**(2023-24)**

### **Full Time Employment (FTE)**

#### **Categorisation of Recruiters**

The recruiters are categorised in three basic domains –

- **Type 1** – IT Enabled Service Sectors.
  - **Type 2** – Any recruiter other than Type 1 recruiter.
  - **Type 3** – Dream Recruiter – A recruiter may be given a dream status on case-to-case basis, based on various parameters like the reputation of the recruiter in its domain, the time of visit, job profile, package offered, number of students applied and placed in a particular programme / branch.
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- **The students who may opt or are allowed to participate in a Type 1 Industry**– Any student from the eligible branch(es), allowed by the recruiter, who is unplaced and registered on the Placement Portal, may participate in the Placement process of Type 1 recruiter, provided he/she fulfils the eligibility criteria notified by the recruiter(s).
  - **The students who may opt or are allowed to participate in a Type 2 Industry** – Any unplaced student or a student with offer(s) in Type 1 industry, registered on the Placement Portal may participate in placement process, subject to his/her fulfilment of the eligibility criteria notified by the recruiter(s). ***A candidate who already got placement in a Type 2 Industry shall not be allowed to sit for any other Type 2 Industry.***
  - **The students who may opt or are allowed to participate in a Type 3 Industry** – All students from eligible branch(es) registered on the Placement Portal, except for the students who have secured a ***PPO (Pre-Placement Offer)*** or ***have landed a dream job***, shall be allowed to participate in the process. Dream Offer / PPO will be the final offer for any student; he/she will not be allowed to sit for further placement processes. Dream job declaration shall be at the discretion of T&P Division.

***The processes where recruiters share a slot and a student is offered placement by all the recruiters in the shared slot, the student will have the option to select any one offer. A mail of regret must be sent by the student to the recruiter duly forwarded by T&P Division.***

***If a student gets placement offer after an internship when he/she is already placed through an on-campus placement drive, the acceptance of the same will be on the discretion of T&P/ PAC (Placement Advisory Committee) in consultation with the company where the student is already placed.***



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### **Six Months / One Year Internship Programme**

- All the eligible and registered students can participate in the internship process, irrespective of holding any FTE offer, if they have not secured any internship offer.
- If any student has received an internship offer in any company, they are not eligible to participate for any other company offering internship.
- If any student has received only an internship offer, they are allowed to participate in those companies which offers only FTE. They are not allowed to participate in any company which offers FTE along with mandatory internship.
- The student may participate in a company which is offering FTE along with internship if the internship is not mandatory.

### **Summer Internship Programme (SIP)**

If a student gets an on-campus summer internship offer, he/she will not be allowed to sit for any further internship process. It is mandatory to do the internship with the same organization and accept the PPO offer (if offered).

#### **Note**

- **The student who registers for any placement or internship process and does not appear for the same will be debarred from placement and internship facility.**
- **Placement and Internship facilities are constrained by Macroeconomic factors.**
- **T&P Division reserves the right to take decision in the benefit of the stakeholders.**
- **Placement of any student is not a claim / right. Institute shall provide open platform to all the eligible students as per placement guidelines.**
- **Placement guidelines is subject to change and Placement Advisory Committee (PAC) has the authority and right to change, add, delete, or modify the guidelines from time to time based on the inputs, feedback and experience.**
- **Violation of any placement / internship guidelines shall attract disciplinary action.**

### **Placement Process**

#### **Registration on the Portal:**

1. Students are required to activate their account on BIT Placement Portal (URL: [tp.bitmesra.co.in](http://tp.bitmesra.co.in)) with their Roll No. A mail will be sent to their inbox (mail-id available on ERP) with User Id and Password to join the placement portal.
2. To participate in any placement/Internship drive they need to accept the Institute Placement Policy. *The students first need to read and understand **Placement SOP** and after accepting the SOP they ought to strictly abide by the set rules and norms.*



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3. Students need to fill all the details required in '**Build Your Resume**' section to complete their profile.
4. Submit the proof for all the details by uploading related documents. The details will only be approved by your Faculty Coordinator after validating with uploaded documents.
5. Students must not enter their current academic details (i.e., CGPA and Backlog), it will be updated automatically from the data available on the Institute ERP system. All information added here will be reflected in the resume.
6. After completing the profile, they can apply for any job where they are eligible.

#### **Registration for recruitment process of any company:**

- The eligibility of a particular student is validated against the data available on the T&P Portal at the time of sending the list to the recruiter. Once the list is forwarded no request will be considered for inclusion, even if a non-eligible student becomes eligible afterwards.
- The job feed may be viewed by all the registered students, but the registration link ("Apply" button) is available only with the students eligible from the branches which are allowed, and the criteria mentioned by the recruiters for the process.
- Students from eligible branches, if they satisfy the eligibility criteria, may apply for the process within the allowed time frame.
- They must click on the "**Apply**" button. After successful registration, the "**Apply**" button changes to "**Withdraw**" and clicking on the link ("**Withdraw**") will lead to deregistration from the process. The withdrawal is only possible within the last date/time of application.

#### **Withdrawal after applying for a process:**

1. STUDENTS ARE NOT ALLOWED TO WITHDRAW FROM THE PROCESS post the closing date / time of registration process. They, however, may withdraw at any time before the process of registration closes.
2. The only exception allowed pertaining to # 1 is on those situations or events where a new service condition, service bond etc. are announced only during Pre-Placement Talk and which was not notified on the portal at the time of registration. The students should apply to the recruiter(s) only when they have verified the job profile, job description and their fitment.
3. Any registered student found absent or opted out at any stage of the process (Online/Written Test, Pre-Placement Talk, GD, PI etc.) shall not be allowed to participate in the Placement drives of any recruiter in future. The application of withdrawal owing to personal emergencies, or the intimation of sickness should be submitted in writing well in advance to the Training & Placement Office ONLY. It may be forwarded through peers, if the applicant is not in a position to submit it in person. Once the process starts, no such intimation should be entertained, the students should be treated as absent and disciplinary measures shall be taken against the student.



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**During Presentations:**

1. It is mandatory for all the registered students to attend the Pre-Placement Talk **in formals** and to report **ON TIME** for the presentation. Nobody will be allowed in the auditorium once the presentation begins.
2. Students are strictly advised not be in casual wear for the presentations. Any student, who is not in a presentable condition (shabbily dressed/unshaven/wearing floaters/slippers), shall not be allowed to participate in the process.
3. The students need to clarify all their doubts at the time of PPT. Ex. On-boarding process, time of on-boarding, medical requirements, salary structure, etc.
4. Students are advised to observe the Dress Code (detailed later) during the process of campus placement.
5. No student can approach the panel members of the recruiters individually during the process. For some pressing need, the student may bring the issue to our notice; we shall take a call and may talk to the recruiter on their behalf.

**Norms to be followed during GD, Personal Interview and Other Subsequent Processes:**

1. Students should make themselves available at the stipulated place as long as the process continues and be present as and when their names are called. Students must keep silence and must not roam in the corridor.
2. Only those students, who are a part of the process and have been shortlisted for the ongoing rounds are allowed to enter the T&P facility.
3. **The event of congratulating the successful candidate/s by any physical means is strictly prohibited because the same may be tantamount to ragging, which is punishable under law.**
4. All the students, shortlisted for the final round must be present till the end of the process, particularly at the time of declaration of result.

**Post-Selection:**

1. If the recruiter allots any student-ID, Enrolment No. etc pertaining to the recruitment process, it should be preserved till the joining.
2. The mobile number and e-mail ID shared with the recruiter should be kept live till joining.
3. The mass recruiters like Cognizant, Infosys etc. generally schedule the joining in batches, and one has to wait till his/ her turn comes.
4. Be in touch with other selects and ensure that you are up to date about the communication shared by your recruiter.
5. **Onboarding of placed students solely depends on the medical fitness prescribed by the company.**

**Few points worth mentioning:**



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1. **Students are required to keep their Identity Cards with them at the time of appearing in the selection process and shall produce the same on being asked for either by the selection team members or the placement office team.**
2. The students must comply with the results of any recruitment process / tests conducted during the process, and no request for divulging individual feedback/ marks are entertained. **The recruiter should never be contacted by the applicants in this regard.**
3. The choice of Campus/Degree/Branch for a particular placement process is recruiter's prerogative and Training and Placement Division neither interferes nor influences the choice. Students are strictly prohibited from requesting for inclusion of their Campus/Degree/Branch etc. A recruiter may not allow particular campuses or branches based on their own policies and wisdom. We honour their decisions in this regard.
4. **Eligibility criteria of any company is based on Degree/Course in which students have registered. Minor specialization opted by any student doesn't effect the eligibility criteria.**
5. T&P division never shortlists the eligible students unless being requested by the recruiter to do so based on some objective parameter that deemed suitable by the recruiter. T&P division does not employ any eligibility criteria, it is a policy decision set by the recruiter, based on the parameters like available resources, vacancies available, norms of the organisation etc.
6. CGPA 5.99 is not equivalent to 6.00, and Mechanical and Production are not the same branch.
7. **Onboarding of placed students solely depends on the medical fitness prescribed by the company.**
8. The time allowed to apply for a process is sometime even less than 6 hours and the students are expected to respond with agility. When the notice period is short, we try to disseminate the news among the students with the best of our ability, but the students must take the onus to respond within the time. We expect the students to be present on the campus during the official working days and anyone who is out of campus should keep in touch with their batch to be apprised of the placement activities happening on the campus.
9. Any student who still manages to fail to register, must wait till the next recruitment process, if any.
10. Every registered student is required to be present during the placement procedure of any company.
11. Placement office takes the responsibility of centrally receiving all the offer letters, distribution of the same as well as sending the acceptance letters to the companies.
12. The female students who are in the process should stay within the stipulated place past the hostel in-time hours. Permission Letter should be issued by the Training and Placement Division which must be collected by the female students while going back to their hostels.
13. **Students are required to keep all their Necessary Documents (copies of all certificates / grade cards etc.), minimum 5 copies of Resume, 5 passport size photographs with them at the time of campus placement. No requests for printing of resumes / documents will be entertained by the T&P division.**
14. Students should carry blank rough sheets and required stationery with them during a test and should carry it back when the test is over.
15. While attending the Written / Online test, students should not carry any valuable items including cell phone/ important documents as they will not be allowed to take these items inside the



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- Examination Hall / Computer Lab and must leave them outside at their own risk. Training and Placement division shall not take any responsibility for any damage/ loss or theft.
16. The request for attendance must be submitted to Training and Placement Office within a week from the last date of process. Confirmation for the participation in the process will be provided to only those students who submit their attendance at the time of the process.
  17. **No-Dues clearance** from Training & Placement will be given only when the candidate submits a copy of his/her offer letter, if placed.

Training and Placement Division wishes '**Best of Luck**' to all the BIT Mesra students for their placements.