



## **BIT Mesra Campus Placement SOP**

**(2022-23)**

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

#### **Categorization of Recruiters**

The recruiters are categorized 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.

- **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.***

### **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.

It is mandatory to accept the Internship offer along with the FTE offer, if any, from the same organization.

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



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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.

**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.**

**Few points worth mentioning:**

- 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 honor their decisions in this regard.**
- 4. 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.**
- 5. CGPA 5.99 is not equivalent to 6.00, and Mechanical and Production are not the same branch.**
- 6. Onboarding of placed students solely depends on the medical fitness prescribed by the company.**



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7. 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.
8. Any student who still manages to fail to register, must wait till the next recruitment process, if any.
9. Every registered student is required to be present during the placement procedure of any company.
10. 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.
11. 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.
- 12. 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.**
13. Students should carry blank rough sheets and required stationery with them during a test and should carry it back when the test is over.
14. 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 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.
15. 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.
16. No-Dues clearance from Training & Placement will be given only when the candidate submits a copy of the FTE offer letter.

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