



**Industry Partnerships and Career Services
(IPCS)
Placement Policies for Students
Class of 2025**

Each Student will be expected to read, accept and sign (physically or digitally) this Placement Policy before they will be allowed to participate in the Summer Internship or Final Placement Process. No exceptions will be allowed.

The Placement Policies of the BITSoM for the Class of 2025, as framed by Industry Partnerships and Career Services (IPCS) Office comprise the following details:

- **Definition of Placements**
- **IPCS Team's Objective**
- **Student Placement Committee**
- **Pre-Placement Talks, SPOTLiGHT - Learn from the Practitioners and IPCS - Presentations / Open Houses**
- **Placement Participation and Opting Out**
- **Provision for Deferred Placements**
- **Placement Portal**
- **Resume Policy**
- **Job Posting, Application and Shortlist**
- **Placement Schedule**
- **Pre-Assessment**
- **Process for Interview Scheduling and Online Interview Process**
- **Acceptable Offer Policy - 2025**
- **PPI / PPO Policy**
- **Process of Making an Acceptable Offer**
- **Offer Renege Policy**
- **Policy for Students on Exchange**
- **Placement Process Offences and Penalties**

Definition of Placements:

Summer Internship Placement : It is mandatory for students to undergo a summer internship as a part of the course requirements after the end of the 1st year. The period of internship will be between April and June and will be for a duration of at least 8-weeks.

Final Job Placement : Every Eligible student will be entitled to participate in the Final Job Placement process unless they have opted out or are debarred from the process due to disciplinary or other offences.

The word "Placement" or "Placements" when used in this policy would refer to both summer internship placement and final job placement or one of these, depending on the context in which it may be used.

IPCS Team's Objective:

The IPCS team's objective is to facilitate and provide guidance to the students and help them make informed decisions about their career prospects. The office of Career Services will provide suitable opportunities to all candidates who meet the placement criteria for summer internships and final job placements. However, the onus to convert these opportunities lies with the student. These policies have been formulated in a student-centric manner, keeping the best interests of the entire batch in mind.

Student Placement Committee:

Students are expected to play a major role in ensuring that placement activities are run in a smooth and fair manner. To this effect, students can apply to be a part of the placement committee. Candidates with a go getter attitude, willing to contribute for the general cause and high on integrity and hard work will be selected through a rigorous selection procedure. The placement committee will report to the IPCS team and will help in carrying out the various tasks related to the placement process. The performance of the committee members will be monitored regularly and suggestions on areas of improvement as well as overall individual performance will be provided. Students found lacking in interest and contribution to the team may be either asked to improve their performance or may be replaced. Any placement committee member found to have indulged in unethical or dishonest behaviour with

students, recruiters or otherwise will be immediately removed from the committee by the Head of IPCS. Decision of Head of IPCS will be considered final in this regard.

Pre-Placement Talks and SPOTLIGHT - Learn from the Practitioners

Companies conduct leadership and Pre-Placement Talks to provide more information about the roles within the organization, the culture of the company, growth prospects, success stories and provide students a chance to know the organization and the role from an insider's perspective. All the Pre-Placement Talks will be conducted either physically or through digital platforms: Zoom and/or WebEx or any other means as decided by the School or the company. Students should not drop out from the sessions while the recruiter is presenting.

Note: Sometimes depending on the client requirement, PPTs/Sessions may happen at different timings. Only students who are not in the classes will be allowed to attend these sessions. Sometimes it may also happen that a last minute reschedule of class might happen which might clash with an already scheduled PPT/session. In such cases only those students who are not in that class will be allowed to attend these sessions. Depending on the requirement and number of companies interested in conducting the PPT's/Sessions, we may conduct parallel sessions also.

It has been seen that companies tend to infer interest on campus from the number of students who attended the Pre-Placement Talk (PPT) and the Leadership Talk (LT) and the respect given to them by the attending set of students. Keeping this in mind a few policies have been put in place for the Leadership and Pre-Placement Talks:

- Students are required to be present for the entire duration of Online / Physical LTs / PPTs.
- Placement Committee and concerned clubs will nominate two students each, who will be responsible for welcoming the guests, conducting the event and giving vote of thanks.
- Session attendance policy and etiquettes must be followed as per IPCS / PlaceCom communication.
- All students are expected to act with integrity, professionalism and the best interest of the institute in mind while interacting with a recruiter/company representative. When interacting with company representatives' students are expected to be in generally accepted formal business attire.
- Non compliance with the policy for sessions shall attract disciplinary action.

IPCS Presentations/Open houses:

- Periodically IPCS & PlaceCom will be making presentations/open houses and communication through emails to share important information to students.
- It is mandatory for all in-process students to attend the IPCS presentations and make use of them. The students who are not part of placements or who are out of placements are not supposed to be part of these sessions.
- During open-house and interactions with the school administrative staff and management team, students should conduct themselves in a professional manner. Any unruly behaviour during such interactions will be treated as a disciplinary violation and may lead to getting debarred from the placement process or any other action, as decided by the placement disciplinary committee.
- Any student using abusive language, or misbehaving with BITSOM staff, will be referred to the placement disciplinary committee.

Placement Participation and Opting Out:

- Students who wish to opt out of the placement process or defer their placements must write to the IPCS Head seeking permission to do so. Once the permission is granted, such students cannot participate in the placement process.
- Communication needs to be sent at least four weeks before the final placements happening in January 2025.
- Opting out of the summer internship placement process does not impact participation in final job placements.
- Students who want to carry on a job/internship search on their own are required to adhere to the following rules:
 - Students cannot apply directly to the companies which are going to participate in the campus placement process, as this can negatively affect the School's relationship with the recruiter.

- They need to take prior permission from the IPCS Head before approaching any company on their own or they can create a list of companies they want to apply to and get permission.
- In case they receive offers, they must inform and furnish the details of the offer to the IPCS team as soon as they get an offer.
- All other students are part of the placement process and must adhere to the rules and deadlines required of them.

Provision for Deferred Placements:

To encourage entrepreneurship, BITSOM will offer its students the option of working on their ventures and deferring campus placement for up to two years from date of their graduation, during which they can work on their start-ups. Within these two years student may request IPCS to allow them to re-join the final placement process.

Placement Portal:

The placement portal is an online application process where all jobs will be posted by the PlaceCom, students will upload applications, recruiters will announce shortlists, interview schedules will be announced and offers will be updated and broadcasted, etc. Application process for all recruiters will happen through an online portal (till the time the portal is ready an offline process may be followed). The BITSOM IT, Superset Team and PlaceCom will conduct a workshop on using the placement portal. It is mandatory for the students willing to participate in the placement process to attend the session to familiarize themselves with the portal.

On this portal -

- Students must register themselves if they wish to participate in the placement process.
- Students will be required to read, accept and sign this policy without which they will not be allowed to participate in the recruitment process.
- The portal will be updated with recruiter information, job descriptions, timelines etc. as and when available from the recruiter.
- Students need to upload their resume in the prescribed format on the portal.
- The jobs will be posted on this portal.
- Students must adhere to deadlines, while applying for the jobs. The portal will not accept applications past the deadline. Students are advised not to wait for the last minute to complete their application.
- Students can modify or withdraw their applications ONLY before the deadline but not after.
- The portal will have a repository of queries. Further, if the student's queries are unanswered, he/she should contact the IPCS team.
- The shortlists will be announced on the portal.
- Details of the offers will be updated on the portal.

Resume Policy:

- Students are expected to conduct themselves with integrity while preparing their resumes. They are required to ensure that information on their resumes is correct. These can include POR (Position of Responsibilities), Honours obtained, CGPAs, Experience claimed, etc. though it is optional for students to disclose their grades on their resumes.
- BITSOM is committed to maintaining fairness in the placement process. Students will create a master CV for verification purposes. It will be a word file, which will comprise of all the achievements and points that student would consider putting on their CVs. For this purpose, students should not focus on filtering out their achievements; they should instead put all points and achievements, big or small, in their master CVs, because once verified they will not be able to add/modify any points in their CVs. Please note that the final / variant CV should not mention any point and achievement outside what is mentioned in the master CV.
- Misrepresenting facts is not only unfair to fellow students, but it can also affect the credibility of the School. Students found misrepresenting facts in their resumes will be heavily penalised and may even lead to loss of shortlists or complete debarment from the placement process.
- The final onus of ensuring factual accuracy in the CV lies on the individual student alone.
- Students are required to create a 1-page CV in a standard format as provided by the IPCS team.

- Students are required to upload their resumes in PDF format on the portal before the application process starts. In case an application requires Expression of Interest/Covering Letter (EOI), both EOI and resume should be merged and submitted in one PDF document.

Job Posting, Applications and Shortlist:

- Job Descriptions received from recruiters will be uploaded by the PlaceCom in collaboration with IPCS team on the Superset placement portal. In case the job posting is through the offline mode, IPCS / PlaceCom team member will be broadcasting the JD to the concerned class via outlook mailing system.
- Students will respond by submitting their applications (Expression of Interest-EOI and/or Resume) according to the company's deadlines as agreed with IPCS.
- Companies will forward shortlist/s to IPCS office as per the shortlist date mentioned in the online job posting or at the earliest. IPCS in collaboration with PlaceCom will announce the same to students after verification.
- As stated earlier, regarding grade disclosure - It is optional for students to disclose their grades on their resumes. If students choose to disclose their grades, it should consist of only published / official grades and would be communicated to recruiters directly by Program Management and Academics team of BITSoM.
- There is no cap on student applications i.e., student can apply to unlimited number of companies participating in the placement process.

Placement Schedule:

9th to 14th October 2023: Summer Internships Placements Interviews will be held between 0900 hours to 1800 hours and may continue till late evening. After 14th October, rolling placements will be followed till all interested unplaced students are placed.

2nd week of January 2025: Final Placements Interviews will be held between 0900 hours to 1800 hours and may continue till late evening. After 2nd week of January 2025, rolling placements will be followed till all interested unplaced students are placed.

However, given past experiences, it is in the students' best interests that they should try and get their placements done during the structured placements week itself, since that is the best time to get hired, when Companies are in recruiting mode.

In case Companies make a request to get their processes completed prior to placement week, in line with their overall campus schedules, IPCS team may have to allow the processes to get initiated / completed earlier, to ensure Companies do not give a skip to BITSoM for placements. All such cases will be communicated to students well before schedule.

All interviews will be conducted online only; In case of any technical issues, please reach out to IPCS office/ BITSoM ITSPOC.

Pre-Assessment:

Some of the companies will do pre-assessments before the placement day which is assigned to them. Companies will have to complete this process for all shortlisted students before their respective placement day. No pre-assessments or presentations will happen on the designated placement days. **Pre-assessments are activities such as Group discussions, Online assessment tests, Group case writing, Buddy Sessions or other similar activities.**

Process for Interview Scheduling and Online Interview Process:

Interview Scheduling

- PlaceCom will be taking the recruiter wise interview details from IPCS - CBD members
- As per the interview details and student's company preference order and availability, interview schedules will be prepared by the PlaceCom for the respective recruiters.
- Interview schedules will be sent to company contacts along with the Teams / Zoom link a day prior to the interviews.

Process of Online Interviews

- BITSOM volunteer/BITSOM IT team person will be the host.
- Company representative will be the co-host.
- Interviews will be conducted in the breakout rooms.
- All available students for that panel and volunteer will be logging in and students will be waiting in the lobby.
- Students are requested to have no audio or video recording by inbuilt or external device during interview/ placement process.

Acceptable Offer Policy - 2025:

Policy - Each student of the Class of 2025 will be entitled for interviews with multiple companies. However, on a given day a student will be construed out of placement process, whichever happens earliest from the four given scenarios.

- If receives a decision offer from a company ranked highest on the student's preference grid at that point of time i.e., a spot offer.
- If receives two or more decision offers
- If accepts one, decline others
- If receives two and decline both

PPI / PPO Policy:

Companies offering Corporate Live Projects, Case Competitions and Internships might make Pre-Placement Offers(PPOs) or Pre-Placement Interviews (PPIs) to the students. Please go through the detailed PPI/PPO policy document which is appended in **Annexure 1** here. In case a PPO is live / active till the final placements, it would be considered as one of the decision offers for the student.

Process of Making an Offer:

Companies will share the offers with IPCS on each placement day, which will be uploaded on the Superset placement portal and students must take a decision on the offer (Accept/Decline) by signing on the 4th part of the Summer Internship Interview Form / Final Interview Form (as applicable for Summer Internships / Final placements respectively) of the same day. The Summer Internship Interview Form (IIF) and Final Interview Form (FIF) will be shared with the recruiters in advance for them to fill in and send to the BITSOM IPCS team.

IIF & FIF documents, which are appended in the **Annexure 2 and 3 respectively**, are the central document in which offer details are recorded by the company and decision on the offer is made by the student. Both the parties (Company representative and student) will have to sign this document.

- **Part 1 - Initiation of offer terms during Interview** - This contains the details of the offer discussed during the interview, negotiated, along with the offer acceptance deadline and recruiter's signature.
- **Part 2 - Understanding of offer terms by the student** - This part contains the student's signature confirming that s/he has fully understood the terms on which the company may generate an offer. If an offer is made by the company, the student will receive it as one of the two Decision Offers which s/he is eligible for. Signing on Part 2 of IIF / FIF makes it mandatory for the student to take a decision on the offer in case the recruiter has generated the offer by signing the 3rd part of the IIF / FIF.
- **Part 3 - Generation of the offer by company** - The company's representative fill & sign the IIF / FIF and submit the same to IPCS (Industry Partnerships and Career Services Department). By doing so, they confirm that the company is making an offer to the student on the above terms.
- **Part 4 - Decision on the offer by the student** - IPCS along with PlaceCom makes the formal announcement on the placement portal at the end of each placement day. As soon as the offer is broadcasted, student gives his / her decision of accepting or declining before the deadline mentioned on the placement portal. Offer decision by the student will be communicated to the company.

Offer Renege policy:

- If a student reneges the offer, client has the option to make a formal complaint and a committee will initiate the process for discussing with the student and the client and a final decision will be taken by the

committee.

- If the company reneges the offer made by them due to business reasons, they will have to help students find commensurate jobs. If the recruiter is unwilling to outplace the student, the recruiting relationship may be put on hold for at least a year.
- The company can also revoke the offer on account of student's misbehaviour or misrepresentation in resumes. BITSOM can also levy additional penalties on such a student.

Policy for Students on Exchange (If any):

- The students going on exchange should provide the following details to the IPCS team:
 - Name of the School, University, Location, Time difference with India, Skype ID, local Mobile no, VC details if any to be shared with the IPCS team.
- Shortlisted students are required to appear for the interview online. Efforts will be made to accommodate time differences, but students must adhere to the schedule decided by the recruiters.
- Mode of interview (telephonic/VC) will be decided by the recruiter
- Online process will be followed if offer is made by the recruiter

Placement Process Offences and Penalties:

- Depending upon the severity of offences, which will be decided by the IPCS team, a penalty will be imposed on the offender. Penalties could include but are not limited to -
 - Removal of their name from company shortlists.
 - Debarment from any day of the placement process including Day 0.
 - Debarment from the entire placement process.
 - Removal of Alumni status for a period or forever.
- Possible offences may include but are not limited to -
 - Not attending PPTs the students have been assigned to.
 - Misbehaviour and showing disrespect to company representatives.
 - Breaking rules regarding applying to the company separately.
 - Other offences that can impact recruiters' relationships with BITSOM.
 - Directly contacting a company even though they have not opted out of placement or not taken specific approval for the same.
 - Applying for low number of jobs overall.
 - Failure to complete the assignment/case studies given by the recruiters to the shortlisted candidates more than twice.
 - Deliberate attempt to "tank" an interview as reported by a recruiter.
 - Behaviour unbecoming of a student at a prestigious Global MBA School.
 - Not informing IPCS about offers (campus or otherwise), PPIs, PPOs and other approaches directly by a company.
 - Making a pitch/soliciting recruiter for another student or acting as a proxy for another student during any interaction with a company.
 - Violation of any condition of this policy.
- As mentioned earlier student cannot make audio / video recordings of the interview.
- Any conflicts/discrepancies arising during the placement process not specifically addressed in this policy will be addressed by a committee appointed by the Dean, Assistant Dean and Head IPCS.

PPI/PPO Policy:

1. Corporate competitions, Live Projects, Internships etc., opportunities will be announced by the Industry Partnerships & Career Services (IPCS) team to the student community.
2. Guidelines and Policies, selection process, evaluation process, etc., to be communicated by the Corporates to IPCS.
3. Students who have participated in competitions / Live Projects will mandatorily have to complete the same and cannot opt out mid-way.
4. Students can decide their participation in the Competition / Live Projects / Internships based on the understanding that by applying to a particular Competition / Live Project / Internship, it will be deemed understood on part of the students that if s/he receives an offer (PPO) of CTC INR 24 lacs and above, s/he will be out of the placement process. If an offer (PPO) is less than INR 24 lacs, it will be considered as one among the other acceptable offers, that student can get during the placement week (i.e., between Day0 and Day1).
5. The final list of PPIs/PPOs for BITSOM students should be communicated to IPCS through an email to bitsom.careerservices@bitsom.edu.in. IPCS will inform the concerned students.
6. PPIs/PPOs will be offered only to those students who are in the placement process.
7. Student who receives PPOs post completion of a Competition / Live Project / Internships, will need to immediately acknowledge the PPO by signing the second part of the IIF (Summer Internship Interview Form) / FIF (Final Interview Form). If an offer (PPO) is of CTC INR 24 lacs and above, student will automatically move out of the placement process, if an offer (PPO) is less than CTC INR 24 lacs, the final offer announcement will be done at the end of the respective day, for which the company has been tiered i.e., Day 0 or Day 1 during the placement week, along with the other acceptable offers received on that placement day. Though as a School, we will allow students to participate in Dream Application System (detailed note below) in case the offer (PPO) is less than CTC INR 24 lacs, however if the student wishes to accept the offer (PPO) and move out of placements, they may do so at their discretion. In such a case, the student's candidature will not be continued until final placements and they will be moved out of the placement process.

Dream Application System :

Students who have received PPO's for less than INR 24 lacs and have accepted the same will be part of the Dream Application System.

Dream Application System - Process Note – For those accepting the PPOs with CTC less than INR 24 lacs

- a) Students with accepted PPOs can be part of placement process only upto Day 0 i.e. they can apply for Day -1 and Day 0 companies only.
- b) Student will be allowed for Day 0 companies only if he or she has not been able to generate an acceptable offer on Day -1. In case they get an acceptable offer on Day -1, they will have to take a decision between their **accepted PPO and Dream Offer from Day -1** and move out of the process.
- c) As mentioned in Pt. no. (b), if student has not got an acceptable offer on Day -1, they will be allowed to be a part of Day 0 and if he / she gets an acceptable offer on Day 0, they will have to take a decision between their **accepted PPO and Dream Offer from Day 0** and move out of the process. In case they are not able to generate an acceptable offer even on Day 0, based on their accepted PPO they will be out of the placement process.
- d) Student cannot apply for the **same combination of Industry and Function** for which he / she has received the PPO. In case of same Industry, it shall have to be a role upgrade / change / different nature of business.
- e) Role applied for a specific Day -1 / Day 0 company, as the case may be, should be for **higher CTC** than the PPO received by the student.
- f) Before the Final Placements, student will have to specify Industry of their choice and can only apply for **companies falling under that Industry category**, though it can be for any function.

8. The status (accept/decline) of the PPO will be decided by the student in comparison with the other Placement Day Offer (PDO), which s/he has received under the Dream Application System during the Day -1 / Day 0 of the placement week in case PPO received is less than CTC of INR 24 lacs.
9. In case the offer (PPO) is less than CTC INR 24 lacs, but the Company insists on getting an acceptance immediately on roll-out of PPO, it shall be the student's discretion to accept or decline the offer and the decision shall be communicated to the Company.
10. If any student, who is a part of the placement process, receives a PPO after Day 0 / Day 1 of placements, i.e., the placement week, the offer will be opened and closed immediately; no extension and exemptions will be allowed.
11. Post Placement week, students who have signed out of placements, but are still in some stage of the competitions or live projects and if they get PPOs/PPIs, they will not be allowed to renege on the original offer that they had received during the placement week.
12. Any company planning to run a Live Project, Competition, etc. exclusively for BITSoM, and is planning to offer PPI or PPO to the students, can interview the students only during the final placement week and not before. This is to ensure that students have a fair chance of preparation and interview and later take a just decision.
13. If a student receives only one PPO and is less than CTC of INR 24 lacs i.e., has one acceptable offer for a particular day (i.e., Day 0 / Day 1), they may accept or reject. In case they reject it and don't have any other acceptable offer, the student will continue being in the placement process.
14. If the Live Project, Competition, etc. are not exclusively for BITSoM and the company is planning to offer PPI or PPO to the students:
 - a. PPIs will be scheduled with the regular interview process of that company on BITSoM confirmed placement day as decided by the IPCS/School.
 - b. If PPOs are to be generated post interviews, companies can complete the interview process in the last week of November 2024 and not any time before. Companies are advised to share the offers (PPOs) with IPCS only and not with the students directly.
15. PPIs are to be offered to all members of the team who are part of the winning/runners-up teams for a competition or who were part of a live project.
16. PPI holders from the Competitions, Live Projects, Internships, etc., would automatically be part of the shortlist and will not be going through the shortlisting process for the regular company selection process.
17. The student will have the option to accept or refuse the PPI.

Reference:

- BITSoM BITS School of Management
- PPI Pre-Placement Interview
- PPO Pre-Placement Offer
- PDO Placement Day Offer
- IPCS Industry Partnerships & Career Services
- IIF Summer Internship Interview Form
- FIF Final Interview Form

Summer Internship Interview Form (IIF) - Annexure 2, attached below for your reference.

Final Interview Form (FIF) - Annexure 3, attached below for your reference.



Industry Partnerships & Career Services

Summer Internship Interview Form

Company Name: _____

Student Name: _____

Student ID: _____

Part One: Confirmation of discussions during Final Interview

Designation: _____ (As will appear in the company offer letter)

Role/Function/Dept: _____

Location: _____ Joining Date: _____

Stipend (per month) : _____

Other benefits / perks (if any) : _____

Negotiated: Yes ☐

No ☐

Offer Acceptance Deadline (Date/Time): _____

Company's Signature: _____

Part Two: Confirmation of terms by the Student

The student's signature confirms that s/he has fully understood the terms on which company may make an offer for internship. If an offer is made by the company the student will receive it as one of the offers which s/he is eligible for.

Student Signature: _____

Date: _____

Part Three: Confirmation of internship offer by the Company

The company representatives' signature here confirms that the company is making an internship offer to the student on the above terms. The signed form is to be handed over to IPCS for making the formal announcement.

Name : _____

Designation : _____

Date : _____

Signature : _____

Part Four: Acceptance of internship offer by the Student

I am accepting this internship offer on the above terms and conditions and I am not in the placement process any more.

I will be joining the company on: _____

Signature: _____

Date: _____

BITSOM, BITS School of Management

Campus Address: 8th Floor, Hiranandani Knowledge Park, Powai, Mumbai - 400076, Maharashtra



Industry Partnerships & Career Services

Final Interview Form: PPO - Pre-Placement Offer / PDO - Placement Day Offer

Company Name: _____

Student Name: _____

Student ID: _____

Part One: Confirmation of discussions during Final Interview

Designation: _____ (As will appear in the company offer letter)

Role/Function/Dept: _____

Location: _____ Joining Date: _____

Fixed Pay:	Joining Bonus: Bonus Paid on completion of _____ month. Please specify all conditions for	Loyalty Bonus: Deferred Bonus Paid on completion of specified time after joining. Please specify all
Variable Pay: (annual)	ESOPs: Please provide details of ESOPs	Others:
Total CTC (per annum):		

Negotiated: Yes ☐ No ☐

Offer Acceptance Deadline (Date/Time): _____

Company's Signature: _____

Part Two: Confirmation of terms by the Student

The student's signature confirms that s/he has fully understood the terms on which company may make an offer. If an offer is made by the company the student will receive it as one of the offers which s/he is eligible for.

Student Signature: _____

Date: _____

Part Three: Confirmation of offer by the Company

The company representatives' signature here confirms that the company is making an offer to the student on the above terms. The signed form is to be handed over to IPCS for making the formal announcement.

Name : _____

Designation : _____

Date : _____

Signature : _____

Part Four: Acceptance of offer by the Student

I am accepting this offer on the above terms and conditions and I am not in the placement process any more.

I will be joining the company on: _____

Signature: _____

Date: _____

BITSOM, BITS School of Management

Campus Address: 8th Floor, Hiranandani Knowledge Park, Powai, Mumbai - 400076, Maharashtra