



BITSOM

Placement
Committee

PENALTY POLICY

Vol 1 | July 2024



Penalty Policy - July 2024



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PURPOSE

- Companies gauge interest of students of a college through the count of attendees in PPTs/Spotlights/LTs
- Therefore its important to ensure a full house of students for every session
- The points-based penalty system systematically keeps track of students' attendance and penalises defaulters fairly
- Thereby sessions will have the required attendee count whilst giving students a little bit leeway

PENALTY LEDGER

Penalties

Defaulting Scenario	Penalty Points
Absence from Session	+ 10 points
Late entry to a session	+ 10 points
Improper Dressing	+ 5 points
Missing consecutive sessions	+ 10 points
Camera turned off (virtual session)	+ 5 points
Indiscipline	+ 5 points

Tolerance Limits vs Consequence

Accumulated Penalty Points	Consequence
40 points	Debarred from Day -1 Company #1
50 points	Debarred from Day -1 Company #1&2
60 points	Debarred from Day -1 Company #1, 2 & 3
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-	-

- The penalty is final and binding on all students
- What constitutes to "Indiscipline" is entirely at the discretion of Student Placecom

- If a student misses 2 consecutive sessions, they will be awarded $10+10+10 = 30$ points ie. 10 pts each for missing a session and missing a consecutive session each; points are additive

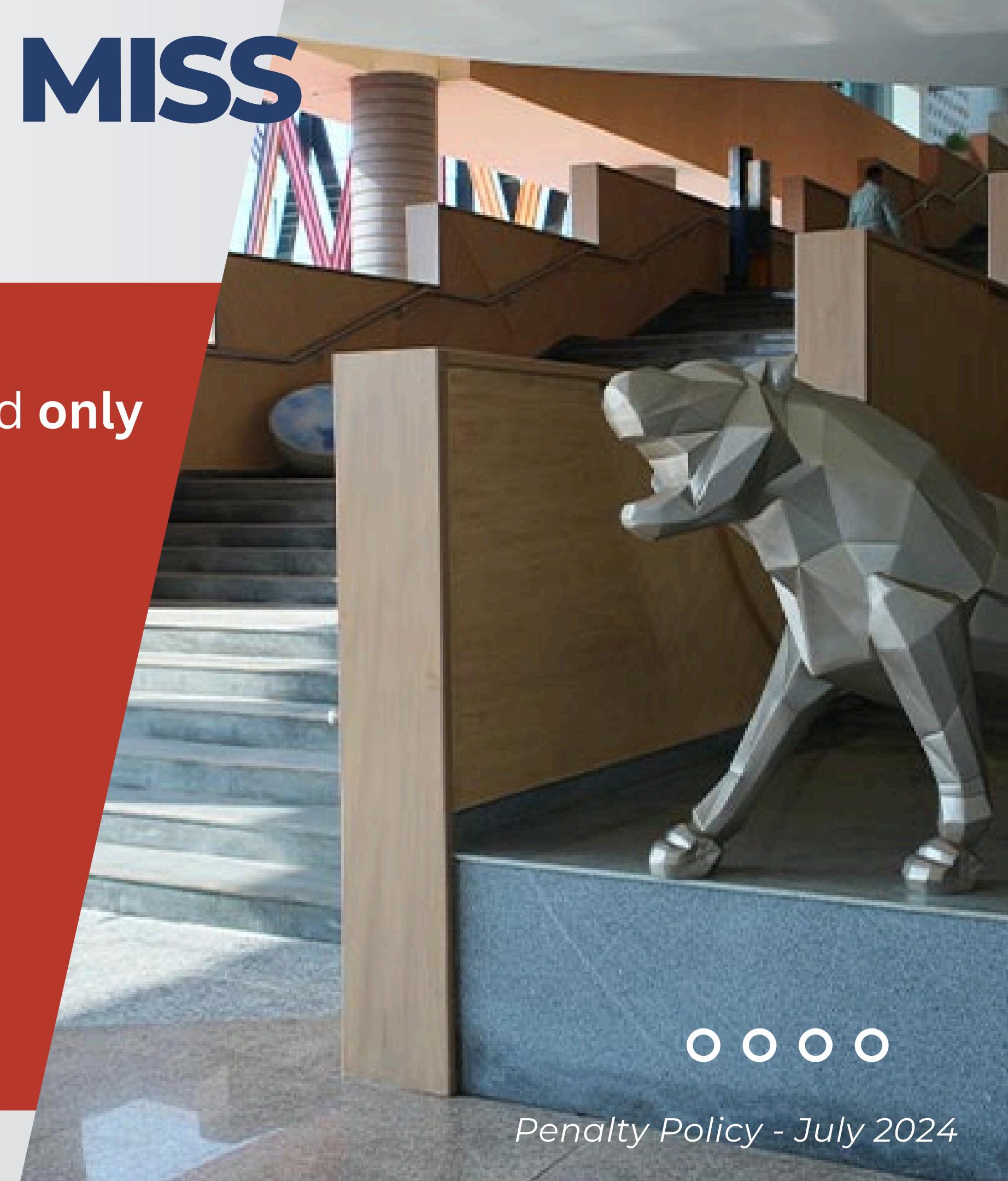
WHEN CAN YOU MISS A SESSION

Concession for absence will be provided **only** for the following 3 scenarios

*Campus Exit due
to Emergency*

Medical Issue

*Campus exit for
Sports/Case Comp*



WILL A STUDENT BE PENALISED IN THE PREVIOUS SCENARIOS?

- Yes
- Regardless of whether it was an emergency or not - a person not attending a placecom session **will be penalized**
- Once the student has crossed 40 points, a disciplinary committee will be instituted to verify the claims of the student. These claims are to be filed **exactly as per the annexure**
- The disciplinary committee will take a final and binding decision on whether the student can or cannot be pardoned - and if so whether or not these penalty points will be re-credited to them
- In case the student does not submit the email+docs as per annexure & email policy, they will not be pardoned
- **NO OTHER EMAILS WILL BE ENTERTAINED!!**



EMAIL POLICY

Email concession is provided only in the following scenarios & only for missing a session. In case the emails are not **EXACTLY** as per the below scenarios, the request will be considered void and a penalty will be awarded to the student

- Email should be done keeping
To: bitsom.placement@bitsom.edu.in
CC: bitsom.careerservices@bitsom.edu.in
- Email should be done upto 3 days after the session was conducted eg. if a session was conducted at XX:YYam on 6th April, the email should be sent before 23:59pm on 9th April
- Email should have attachment documents exactly as specified in the annexure as per scenario
- Any student claiming to have not attended a placement session on the pretext of emergency but have attended an academic class on the same day will be penalised



VIOLATIONS

A student is said to commit a violation in the following scenarios

- Student has requested for concession from absence of placement session, has submitted the email + relevant documents on time but discrepancies were found with the documents submitted - dates/timing mismatch with date/timing of session, insufficient data wrt dates/authorised signatory, documents seeming fake/forged
- Students who receive an SIP offer are still expected to attend placement sessions (if any). In case they default, the penalty still applies - only now it will be adjusted to the candidate's final placement account
- Students who have received final offers/PPOs are also expected to attend all the sessions; an addendum will be added on this soon



ANNEXURE

	Scenario	Documents
1	Medical Emergency	<ul style="list-style-type: none">• Medical Certificate issued by a doctor• Medicine Bill/Receipt (Practo bill will not be accepted)• Test results (if applicable)• Travel documents & Gate Entry/Exit approval from warden (if travelled outside campus)
2	Personal Emergency	<ul style="list-style-type: none">• Travel documents & Gate Entry/Exit approval from warden (if travelled outside campus)• Proof of emergency
3	Case Competition/Sports/Quiz/Conferences/Corporate Event	<ul style="list-style-type: none">• Travel documents & Gate Entry/Exit approval from warden (if travelled outside campus)• Event invite email with appropriate date/duration/location details



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