

# **POLICY AND RULES FOR FINAL PLACEMENT AND SUMMER TRAINING/ SUMMER INTERNSHIP**

## **PLACEMENT ASSISTANCE**

1. Support for Final Placement and Summer Internship is provided by the Institute to students. This activity is done under the aegis of the Centre for Corporate Relations (CCR). Periodically, students are being advised, through the student groups' mail ID as well as through the CCR's Superset Portal notice board, about summer/ final placement opportunities. Students are advised to be on the lookout for relevant information (from 3<sup>rd</sup> trimester onwards) either about summer internships or final placement.
2. Students should be aware that actual placements would depend upon the general economic and industry scenario, the academic and non-academic competencies including domain knowledge, technical knowledge, good communication and soft skills, cultural and medical fitness of each student, as determined by the recruiters.
3. While every effort will be made to enable each student to compete effectively for positions offered by companies, the actual conversion of the opportunity into a concrete placement is the sole responsibility of the student. The institute, therefore, does not guarantee that a particular student shall be placed for a final or summer internship irrespective of the student's performance parameters.
4. The major components of the placement (summer or final) process are Pre-Placement Talk, written / online test, excel test, case analysis & guestimates, occupational personality questionnaire (OPQs), group discussion, personal interview, personality profiling etc. Apart from thorough domain knowledge, recruiters expect students to be updated on current national, economic and political world developments, especially those affecting the economy and the impact of such events on the industry or business for which the recruitment is taking place (the ability to connect the dots).
5. A good CGPA and proficiency in extra-curricular activities and participation in corporate sponsored competitions will be very valuable add-on for the student. Students should upgrade themselves through extensive reading, especially financial and general newspapers besides studying course curriculum and last but not the least, by regularly attending the class lectures, guest lectures, workshops and seminars organized by BIMTECH to provide value to future employers.
6. The companies are looking for proactive, energetic, diligent, well-rounded personalities who have indisputable integrity with high energy. The recruiter also needs to sense the "hunger" for the job on offer from the candidate through body language and attitude.
7. BIMTECH will encourage and assist all students to emerge as credible brands in their own right, who are sought after by the corporates.

## **POLICY, RULES AND CODE OF CONDUCT**

1. Transparency, fairness and equal opportunity for all students (subject to the specific requirements of the recruiter) is the policy of BIMTECH and are the hallmarks of the placement process at BIMTECH.
2. Whenever a company proposes a visit to the BIMTECH campus or wants to conduct the online / offline process, CCR sends an e-mail confirming the date of the process, as well as displaying it on the notice board with the details related to the process defined by the company. Students then give their expression of interest for appearing in the company process for the offered profile.
3. Once a student gets shortlisted by the corporate for their recruitment process, he/she cannot withdraw from the process of the company at any stage. Violators may have to face disciplinary action / or face debarment from any subsequent placement process. Hence prior to expressing interest, students should make his / her mind.
4. It will be the responsibility of the student to be extra careful in maintaining the basic decorum, discipline and decency at the time when the company representatives are on the campus or the online process for placement- related activities or when they participate in the processes at the company's premises. Any student found willfully violating these instructions will be liable for disciplinary measures.
5. The institute follows the "Once Students One Offer" policy. In case of multiple processes and offers, the institute will approve the offer which arrives first. Once a student is selected by the company during the process for final or summer placements, he / she is blocked for that particular company and cannot avail of any more placement opportunities. In case students try to play mischief by taking the opportunity from elsewhere and not joining the campus offered company, will be considered as a breach of regulation and will invite disciplinary action by the management which can result in detaining of the final diploma or debarment from the Alumni Group etc.,
6. To facilitate placements, every student should achieve a minimum 5.7 CGPA i.e. 55%. Students below this will not be allowed to participate in the placement process.
7. Not more than ten attempts can be availed of by any student for the final placement process.
8. Students are advised to abide by the final short-listing done by the company according to their requirements and criteria which shall not be called into question by any student either individually or by raising questions about this in the Pre- Placement Talk (PPT). Violation of this rule will lead to the debarment of the student from the process. The PPT queries from students should be aimed at clarifying job profile, compensation, etc.

9. All communication with the recruiter will be done only by the CCR officials. Students are **NOT ALLOWED** to directly communicate with the recruiter. Students are advised to first discuss their concern with the CCR official and seek permission to speak to the recruiter.
10. Students appearing for placement are expected to report on time for the process and come well prepared by going through relevant literature such as the company website, company's publicity material etc.
  - Students should study the job description (JD) conveyed by companies thoroughly and prepare accordingly.
  - Students should report in the classroom or log in online 15 minutes before the scheduled time & when notified by CCR for interactive sessions with the recruiters.
11. Students found improperly dressed or not groomed during the campus selection process for the final or summer internship may be precluded from participating in the placement process. They should be well-groomed and should be dressed in formal wears which would be:
  - **For Gentlemen: Business Western Formals:-** Full sleeves shirt and formal pants with blazer {Jeans & Khaki not allowed}, leather shoes and a tie. Clean Shaven/ full beard, proper hair cut well-groomed appearance.
  - **For Ladies: Business Western Formals:-** Full sleeves shirt and formal pants with blazer or Saree, formal Sandals / Shoes (heels without noise). Well-groomed appearance, proper hair do, no danglers allowed.
12. Students are advised NOT to do anything directly or indirectly which may create a poor impression about the institute. Any student found disregarding any of the norms would be liable for disciplinary action.
13. CCR reserves the right to modify or introduce new rules, as and when required, such as granting "Day Zero" or "Dream Company Status" to companies, if circumstances warrant.
14. The Institute allows two years of deferred placement for students who are serious about starting their ventures. Under the Deferred Placement Policy, a student who does not opt for placement initially and opts for an entrepreneurial venture has the option of joining the stream of BIMTECH students for placement two years later if she/he so desires subsequently. The Scheme will be administered jointly by the Atal Incubation Centre (AIC) and the Centre for Corporate Relations (CCR) on a case by case basis on merits. For more details on the process and procedure, please contact the Atal Incubation Centre.

## SUMMER INTERNSHIP

### a) **OBJECTIVE OF SUMMER INTERNSHIP:**

- Internships are important to enhancing credentials, testing new situations and positioning management graduates for the next step. With persistence, passion and creativity, a summer internship is within reach. It offers an important opportunity to work closely with professionals in their respective fields and to develop knowledge, competencies, and experience related directly to one's career goals.
- Recruiters attach great significance to the Summer Internship Project report in the final placement interview and in-depth questions on it can be expected. Hence, the Project Report should be perceived as an important source that signals a student's potential to the recruiters. BIMTECH expects every student to take this activity seriously and turn it into an excellent deliverable at the end of his/her internship in terms of a project report/credentials, knowledge, competencies & experience.

b) **Summer Internship Workshop:** An interactive workshop to set the tone will be held on the campus usually in the month of March/April to give detailed guidelines and a roadmap to students on the nitty-gritty of summer projects, the dos and don'ts etc. Students will also have occasion to interact with executives from corporates/ alumni & seniors in the workshop. They will be informed as to what is expected of them during their internship, the needs of the industry etc. Those found absent will face the penalty of deduction of marks per session from the total SIP marks.

c) **Duration:** The duration of the Summer Internship project for all the streams (PGDM, IB, IBM and RM) will be two/three months, normally between May to June / April to June. The projects will carry 8 credit / 100 points. After completion of the Summer Internship, students will undergo Summer Internship Viva Voce, as intimated by CCR.

### d) **Faculty Allocation, Reporting & Supervision**

- Prior to the finalization of a faculty as the academic mentor, students should submit an application or an email to the faculty they would like to choose as a mentor, stating the proposed area of research, intent and objective of the summer project. The academic mentor would give approval for being the mentor if he/she is satisfied with the student's submission after assessing the potential learning opportunity and commitment of the student. Students should give their applications or emails well in time so that the mentor has adequate opportunity to go through them.
- Students are free to choose any faculty from the Institute amongst the BIMTECH faculty as their academic guide/mentor.
- Not more than 12 students can register under any one faculty as a mentor for the summer internship. The basis of selection will be 'first come, first served'. Students can check the list of available faculty and vacant seats under each faculty on daily basis.
- The students shall arrange for a telephonic conversation or virtual meeting between the industry mentor and the academic mentor before finalization of the project topic/title of the project. The concurrence of both mentors is a must.
- The students shall submit a fortnightly report on the progress of work relating to the internship to the academic mentor, failing which the academic mentor can deduct marks for not meeting the timelines.
- The academic mentor would be making at least one visit to the workplace of the student for a meeting with the industry mentor to review the progress made by the student

and also to build a long term relationship between BIMTECH and the company/organization

- e) **Entrepreneurial Internship Program (EIP):** Through the Entrepreneur Internship Program (EIP), first-year students can participate in internships wherein during the 10-12 week program, interns will find themselves writing a business plan, presenting to investors and/or customers, performing a market survey, identifying alternative distribution channels, exploring alternative financing structures, or improving information systems. The EIP will be in place of the SIP with the differences being only a very limited number of first-year students will be selected to be part of this program through a competitive application process.

The students will work on their idea/concept under the supervision of an internal faculty (and if possible, an external mentor) and will try to create a 'proof of concept' / prototype / ready to market product during their summer internship.