Punjab Engineering College

(Deemed To Be University)
CHANDIGARH



INTER

PLACEMENT & INTERNSHIP
POLICY FOR B. TECH.
(SESSION 2023-24)

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1. GENERAL INFORMATION:

Punjab Engineering College (Deemed to be University), Chandigarh, having a glorious past of about 74 years after independence, has been the foremost institution of higher technical education in the northern region. This institution of higher learning has immensely contributed to the nation building by providing intellect talent possessing latest analytical, design, practical and managerial skills.

Our students have infiltrated into all sectors be it government, private or public to serve the country in various capacities. Our competent faculty and the State of The Art infrastructure together with compulsory 6 months internship programme at an industry of repute help them in developing their overall personality to meet the challenges at global level and come out with the optimum solutions.

Career Development & Guidance Centre offers an all-round career solution to the students. CDGC guides the students to decide and pursue their dream careers in different sectors be it engineering, IT, Analytics, Consulting, research and development, Operations etc. The whole placement process is organized and executed by this centre. The campus interviews are held under the supervision and jurisdiction of this centre and relevant feedback is obtained from the industry. CDGC works hard to arrange full semester industrial internship, which is stipulated under the academic curriculum. The centre has kept a close liaison with many companies in the country and takes care of:

- a) Career Development & Guidance Program
- b) Internship & Full-Time Placement Activities
- c) Facilitate Pre-Placement visits to the companies
- d) Communication, Networking & Relationship Building with Potential Recruiters.

CDGC, PEC welcomes all eligible B.Tech students to take an active part in the Internship & Placement Session 2023 - 2024. The placement process is very crucial and we extend all our support to help the students pursue their career goals and find rewarding professional career and internship opportunities in highly competitive job markets. The placement office has been striving continuously to match the students with their dream jobs, resulting in synergy for the students, recruiters as well as PEC. The placement team continuously endeavors to ensure PEC, Chandigarh coming up with the best Placement results and continues to be the most favoured destination for recruiting organizations. For the benefits of all the stakeholders, the Placement Policy for the students has evolved over the years. All the participating students are expected to understand the Placement Policy and follow it strictly. It may be noted that some policy changes may take place during the year in the best interest of the whole batch. The placement policy is applicable to all students registered for the 2023 - 2024 Campus Placements of PEC, Chandigarh (including the ones who may de-register) and is to be followed during the entire duration of the placement session and onwards until further notification. However, the role of the CDGC (Students' Placement Office) is of a facilitator and counselor for placement related activities. CDGC does NOT guarantee a job.

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2. ELIGIBILITY CRITERIA FOR THE COMPANIES:

- An eligibility criterion to invite the Companies takes into consideration the
 - Job profile and growth prospects in the company
 - The package being offered by the company. Past recruitment record at PEC. c)
 - d)
 - Alumni feedback (if any) regarding the company. Availability of the company for the recruitment. e)



- Each student should join the online group of their concerned department, which ii. will be handled by their respective Student Placement Representative (SPR).
- iii. Students must keep a regular check on the Department Notice Board, CDGC Notice Boards and the Online Notice Board for any update regarding Training and
- iv. Any issue or suggestion should be forwarded to the respective SPR, which will be discussed with the Prof. In-Charge, Career Development & Guidance Centre.

3. PLACEMENT/INTERNSHIP PROCEDURE:

- i CDGC sends an invitation to the companies for Campus Recruitments through the Email or through Telephonic Conversation. They may also show their intent of visiting the college for placements and internships.
- The company discloses its eligibility criteria and the eligible disciplines along with ii special conditions e.g., bond (if any) by means of a Job Announcement Form (JAF)/Internship Announcement Form (IAF).
- The details (CTC/Stipend, Job Profile, Job Location, Eligibility Criteria) provided iii by the company are shared with the students through online portal.
- Interested students may apply for the company based upon the eligibility criteria iv mentioned in the JAF/IAF.
- Mutually suitable date is decided. The dates are intimated to the company and the V same is communicated to the students.
- The company visits the college and may conduct one or more of Pre-Placement vi Talk, Written Test, Group Discussion and Personal Interview.
- The company discloses the list of selected candidates. vii

viii The company may be requested to furnish a waiting list (if any) and also to fill the feedback form for the institute reference.

PLACEMENT/INTERNSHIP PROCESS FLOW CHART

Invitation to the company by CDGC

JAF/IAF format is sent alongwith the email invite.

Filled JAF/IAF is shared by Company

Eligibility criteria & other details are disclosed in JAF/IAF by the company

Details uploaded on Recruitment portal

Students get all the details on their Superset dashboard

Students apply for the Company

Interested students apply through Superset

Date for the process is communicated to the company

Notification regarding the same is sent to students through Superset

Placement Process starts

Company visits PEC to conduct Pre-Placement Talk/Test/GD/Interview

Company announces the result

The same is communicated to students through Superset

4. ELIGIBILITY RULE FOR STUDENTS:

- i The whole concept of redefining the Placement Policy to the present one is to give more value to the Gross Salary than the variable salary that a company is offering.
 - a) 'A' has been assigned more weight in comparison to the other component 'B'.
 - b) The companies are classified according to two parameters, 'Y' and 'A'.
- ii. 'A' component is Gross Annual Income in Lakhs per Annum (LPA) that a selected student is being offered. This is the Total Fixed Salary. This includes retrials like PF and Gratuity etc., and one time sign on bonuses including retention bonus limited to one year. (Total fixed Salary in hand at the end of 1st year)*
- iii. 'B' component is any other component that is the difference between Cost to Company (CTC) ('X'= A+B) and Gross Annual Income 'A'. (This includes one-time bonuses, stocks, insurance, and other benefits)*.
 - *These factors will be mentioned at the end of the Job Announcement Form (JAF) for the reference of the company.

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iv. Suitable weights have been assigned to the component 'A' & 'B'. In the present policy, the following formulation has been taken into account:

Where,

'Y' is the factor used to categorize companies in different Tiers

- v. A "TIER Open" has been introduced considering the CTC, historical records and the trust shown by the company. This could improve the prospects and probability of significant hiring at reasonable compensation offered.
 - CDGC has the sole right and discretion to classify a company as "TIER Open" in the interest of students.
 - CDGC can make it mandatory for the students to apply for "TIER Open" company under special circumstances.
 - Students getting placed in "TIER Open" companies can further apply to all the tiers until the regular placement session.
 - vi. Compensation for companies with bond: For example: If a company has a bond of 2 years and a package of 20 LPA (sum of A & B as explained in 4(i) and 4(ii)) which means 20 LPA can be redeemed after being a part of the organization for 2 years then, half of B(Total of variable component of package for 2 years) will be considered to calculate the annual compensation or CTC.
 - vii. According to redefined policy, companies are classified as follows:
 - Tier-Dream
 ✓ Categorization Value 'Y' >= 52.
 - Tier 0
 ✓ Categorization Value 'Y' >= 21 AND its gross salary 'A' >= 12.
 - Tier 1
 ✓ Categorization Value 'Y' >= 9.5 AND its gross salary 'A' >= 7.
 - Tier 2
 ✓ Categorization Value 'Y' < 9.5 AND its gross salary 'A' < 7.
 - Tier Open
 ✓ All Start-ups irrespective of the CTC

The special eligibility criteria for the companies falling in **Tier-Dream/Tier-Open** may be decided at the sole discretion of **Prof. In-charge, CDGC**.

Notes:

Clause 1: From Tier 2 to higher Tier

After the 1st placement or PPO in Tier 2, the student will be eligible for another single chance of placement by CDGC in higher tier. The next company with higher Tier should necessarily have a minimum of Y Factor, 1.3 times the Y Factor of his/her offer company in Tier 2.

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E.g.: (All calculations rounded off to single decimal)

Present Company in which a student is placed: Y= 7.8

Next Company in which that student is eligible in, has its $Y = 7.8 \times 1.3 = 10.1$

Hence the student is eligible in the company offering 'Y' value equal to or greater than 10.1.

Clause 2: From Tier 1 to higher Tier

After the 1st placement or PPO in Tier 1, the student will be eligible for another single chance of placement by CDGC in higher tier. The next company with higher Tier should necessarily have a minimum of Y Factor, 1.5 times the Y Factor of his/her offer company in Tier 1.

E.g.: (All calculations rounded off to single decimal)

Present Company in which a student is placed: Y= 19

Next Company in which that student is eligible in, has its $Y = 19 \times 1.5 = 28.5$

Hence the student is eligible in the company offering 'Y' value equal to or greater than 28.5.

Y factor shall be declared before the process of the company based on data shared by the company in JAF and will be final.

Clause 3: From Tier 0 to Tier Dream

All the students (placed/unplaced), irrespective of tiers, will be eligible to sit for the Dream Tier. However if student already has a Dream Tier offer, then he/she would be ineligible to apply for any other company falling in Dream Tier.

- viii. CDGC will offer a student TWO fair opportunities for placement subjected to conditions as per the clause mentioned above (Pt. No. vii under Section 4: Eligibility rule for students).
- ix. In lieu of the current placement scenario it has been decided that the current tier system will be followed until 65% of the B.Tech. Batch enrolled for placement cycle has bagged a placement offer or until 20th MARCH 2024 whichever comes first.

Thus, there will be 2 placement cycles -

Placement Cycle 1 (PC1) => Start of Placement Cycle to whenever 65% placement or 20th MARCH 2024 whichever comes first is reached.

Placement Cycle 2 (PC2) => After PC1 condition is reached until end of placement cycle.

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In the Placement Cycle 2 (PC2) only a 2 TIER SYSTEM will be followed discussed as below:

- TIER 0
- TIER 1 COMBINATION OF TIER 1 / TIER 2

Only students placed below the TIER 0 of PC1 will be eligible to apply for TIER 0 of PC2.

If any company falling in the TIER 1 category of the PC2 visits the college in this period only unplaced students / TIER - Open will be allowed to apply.

- x. In exceptional cases where Prof. In-charge, CDGC may find a strong reason to allow a student to sit in a particular company due to some very specific problem (medical cases/drop courses/other similar cases) or if a company is to be classified in a particular tier not falling otherwise (reasons such as very high hiring numbers committed/long term engagement/MoU), the same can be done by Prof. In-charge, CDGC subject to Prof. In-charge, CDGC recording the reason of doing so and bringing it to the notice of Placement Advisory Committee (PAC).
 - xi. Interest Mapping is conducted each year to analyze data which aids CDGC in making informed decisions.
 - The Interest Mapping Activity is mandatory for all students and it is advised that filling out the forms for Interest Mapping be taken seriously.
 - Students who fail to fill the form will be removed from the placement cycle
 until the next Interest Mapping Activity. Any plea or excuse will not be
 entertained later. It is the sole discretion of CDGC on the conduction of the
 next Interest Mapping Activity.
 - xii. In accordance with the verification of data on Superset a verification certificate will be generated by CDGC which would be sent to all the companies along with the student's personal resume to ensure that no student provides false information. This would be a tentative CDGC in-house process. Further details on compliance with this activity would be shared timely.

5. DISCIPLINARY RULES:

High level of discipline is expected of students who wish to be a part of the recruitment process of any on-campus visiting company.

- Students are expected to behave with the companies in a courteous manner and should not argue with the recruiters and maintain decorum even under provocation. No discussion with the recruiters regarding selections/selection process should be done. In case of any issue reported from the recruiter's side against a student, appropriate disciplinary action will be initiated.
- ii If there are any behavioral problems from the recruiter's side that students face, kindly inform the CDGC office immediately. Do NOT take action from your end.

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- iii Students who haven't enrolled themselves on the recruitment platform i.e. Superset will be considered uninterested for the placement/internship.
- The students interested in the placement/internship process of any company, must show their interest by applying for the profile on the recruitment platform from their account. Once the database of eligible students is sent, NO data would be sent again to the company i.e., late entries won't be accepted.
- v It is mandatory for the students to be dressed up in proper formal attire from the Pre-Placement Talks till the end of the recruitment process.

Boys: Collared shirt, formal trousers, and formal shoes. No accessories except hand watch are allowed.

<u>Girls</u>: Formal trouser or formal knee length skirt, Plain button-down shirt, closed toe shoes with moderate heels. No accessories except hand watch are allowed.

- vi Students should reach at least 15 minutes before the informed timings for the purpose of their presence to be marked by their respective representatives. They are expected to carry all their documents (3 copies of their CV, 3 Passport size photographs and other credentials), original and photocopy both at the time of PPT.
- vii No student is allowed to leave the placement office premises till either the company's process ends or he/she has been informed of his/her result. If the student is found missing during the process, then he/she would solely be responsible for the incurred loss (if any).

viii Instructions to be followed during different Selection Process:

- a) Written/Online Tests: Students are required to reach the Computer Centre or whichever venue is decided at least 15 minutes prior to the informed timings. Students should compulsorily carry their Students Identity Cards (SIDs) to the venue and the printed copy of the Hall Ticket (if mentioned).
 b) Group Discussion/Personal Interviews (in hall Ticket (if mentioned)).
- b) **Group Discussion/Personal Interview**: Students are expected to carry their credentials and preferably keep along at least 3 copies of their Resume.

No case of cheating or unfair means would be accepted and serious action will be taken against the student.

- ix No eatables are allowed in the placement office and strictly only those students who are involved in the process are allowed inside or around the placement office during the process.
- X A list of companies visiting on-campus for recruitment will be put up on the T&P website/Google Calendar. Students must NOT apply to any of these companies off campus, as under an accord of mutual understanding between the firms and PEC. In event of non-compliance of said instructions, suitable action as per the institute rules would be initiated apart from the candidates being deregistered.
- xi Students are not allowed to share their personal contacts via any means with the companies coming on-campus. If asked to fill at any places, you should fill the

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- contact details of CDGC office; refer to the CDGC notification site for details or contact CDGC office in case of discrepancy before proceeding.
- xii Students are NOT allowed to appear in the final selection process (test/GD/interview etc.) of companies they have not applied to through the Superset or have not been shortlisted in those companies. Students must refrain from contacting personnel of such companies when they are on-campus. Violation of this may lead to deregistration and suitable disciplinary action. Only special cases will be allowed with prior approval of Prof. In-charge, CDGC.
 - xiii Absenteeism at any stage will result in debarment as mentioned under <u>Section 10</u>: <u>Absenteeism Policy</u>.
 - xiv Any form of indiscipline in the form of cheating or marking proxies during the selection process will result in debarment from the placement process with immediate effect.

6. INTERNSHIP POLICY:

- i. The students are allowed only ONE on-campus internship (16-24 weeks) and he/she will not be allowed to appear for any other company.
- ii. A student CANNOT reject the on-campus internship offer of any company to pursue internship with Indian/foreign institute/companies, non-adherence to which can cause debarment from the placement session.
- iii. In case of parallel recruitment processes of two or more companies, if due to any unavoidable circumstances, there is a clash of the process then a student will be asked to choose the company beforehand and hence appear in the company selected by him (refer to 8(v) for more details).

Monitoring and Evaluation for Internships (Btech 3^{rd} Year Students):

- a) The companies must allocate an industry mentor to the students so they can interact with each other and undertake the groundwork to make the internship more effective.
- b) A faculty mentor will be appointed by the institute to undertake continuous evaluation of the students who will be responsible for submitting their grades. The faculty mentor may interact with the students and the industry mentor through email/ Skype/video conferencing or in-person visit to the respective company premises.
- Faculty-Industry Interaction: In addition to evaluation of students, the faculty coordinator will contact the industry coordinator frequently via email/phone, for continuous progress evaluation of the student. It is expected that this interaction should be used as an opportunity to initiate closer association with industry for long-term research and collaboration possibilities.

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d) The Faculty Coordinator shall collect the feedback from the industry as well as from the students and forward it to CDGC. If the company's internal policy does not allow in-person mentor visits to the respective company's office or also dismisses any sort of direct interaction with company officials, quoting their privacy or business concerns, then the faculty mentor shall connect online with students explicitly for concerned evaluations and company may submit feedback forms directly to CDGC via mail.

Note: If a student of B.Tech. 1st year or 2nd year seeks NOC from college for pursuing off-campus non-academic internships during summer vacations (May – July), then NOC may be issued by Prof. In-charge, Training and Placement of the concerned department (Format enclosed as Annexure A).

7. PRE-PLACEMENT OFFERS POLICY:

- i. All Pre-Placement Offers by any company whatsoever, extended to any student, have to be immediately intimated to the CDGC Office by the student after registration. This also includes offers extended by companies that are not participating in the present campus placements.
- ii. All contacted companies will also be asked in advance about any Pre-Placement offers that have been extended by them and the company will be informed about our PPO policy in advance.
- iii. All Pre-Placement Offers (PPOs) will follow the same policy as it has been defined.
- iv. Any form of intimation from a company about the possibility of a PPO being granted in the future should be informed to the CDGC Office. CDGC office will take up the matter with the company further, to aid the student in receiving the PPO.
- v. A student needs to inform the company whether he/she wants the PPO during the Internship period. If a company sends an official mail (with attached proof of offer, email or printout) to the office, then it will be automatically considered that the student has accepted the offer/opportunity.
- vi. Students accepting or declining a PPO will have to immediately notify the CDGC of the same. In either case, CDGC will record the student's claim and he/she will NOT be allowed to participate in the process of same/lower tier companies.
- vii. In case the student gets placed in another company before the PPO is offered:
 - a) The student cannot accept the PPO if it is offered from the same tier or tiers below it. In both the scenarios, CDGC will inform the company that the student is already placed and may request the company to transfer the PPO to next eligible candidate.
 - The student will have to accept the PPO of a higher tier irrespective of Y factor and he/she will not be allowed to sit for further processes.

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- viii. In case the students get placed in two companies before the PPO is offered, the PPO (irrespective of the tier) will be considered as rejected.
- ix. Any student found to have breached any of these rules will be debarred from the placement process. If at the time of breach, the student is already placed, the company in which he/she is placed will be intimated of the violation.

8. PLACEMENT POLICY:

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- i. The students are allowed to sit for any number of companies if he/she fulfils the eligibility criteria, until they get an offer.
- ii. The students who have registered on recruitment portal are allowed for Campus Placements. Students need to inform CDGC in the event of withdrawal from the Placement Cycle
- iii. A student CANNOT reject the offer of any Company. Offer can only be rejected if the student has grabbed a higher tier offer with a certain multiple of Y Value (Discussed in eligibility rules) as per CDGC Procedures and Rules
- iv. In case of parallel recruitment processes of two or more companies, if due to any unavoidable circumstances, there is a clash of the process then a student will be asked to choose the company beforehand and hence appear in the company selected by him (refer to 8 (v) for more details).

v. Shared Slots for Multiple Companies in a day:

There is a possibility of visit of multiple companies of the same domain on the same day. Eligible student will be allowed to sit for all the companies. There is a possibility of a student securing more than one job on the same day. Therefore, each eligible student will be required to fill up his/her individual preferences in advance for each placement day, ranking the companies he/she has applied to/has been shortlisted on a particular day, in the descending order of his/her choice.

- a) These preferences shall be used in case the student gets selected in more than one company on the same placement day.
- b) In case a student gets selected in two or more companies on the same day, then the company ranked higher in the preference order of the student will be considered.
- c) In case a student does not fill the preference order for a placement day, then the allotment will be done based on the result first disclosed by the company in the shared slot. The student will NOT be allowed to continue to appear for the placement process of the other companies. It is therefore advised that one MUST register their preference.
- d) Preference form won't be disclosed to anyone (student/ professor/ company) other than the Prof. In-charge, CDGC.

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- e) In case a company does not give its final selection list on the same day it visits the campus, then the students will be allowed to appear in other companies visiting on subsequent days till they finally get selected.
- f) In case the result of the company (which deferred its selection process) gives its result on a day later than the day when the student was selected by another company, this late offer will be rejected and the company would be informed.

9. NON - ACCEPTANCE DUE TO HIGHER STUDIES/ BETTER OPPORTUNITIES:

i. If a student does not accept an offer because of:-

Case a) Better higher education opportunities, then the student needs to inform the office of CDGC when he/she gets a formal acceptance letter from the institute for pursuing higher studies or latest by last week of April, whichever comes first, along with the letter received by the university.

Case b) Better off-campus placement opportunities (in India or abroad), then the student needs to inform the office of CDGC a month before the joining the company they were placed through CDGC or latest by last week of April, whichever comes first, along with the offer received by the firm.

However, CDGC reserves the right to decide whether the claim of a student getting admission to a reputable institution or securing better opportunity is valid or is even substantial than the on-campus offer secured by the student.

- ii. Declining an offer, after formal acceptance is the violation of code-of-conduct & will be dealt with accordingly and will be liable for any further consequences, including referral to the institute for disciplinary actions/denial of LORs from the institute.
- iii. Students who have bagged an on-campus internship offer and failed to join the company as per the offer letter will be excluded from the placement cycle with immediate effect.

10. ABSENTEEISM POLICY:

i. For absenteeism in any test, interview or any selection process which an applicant has to attend as part of a company's recruiting procedure the following minimum penal action would apply:

TEST and First Level forms of Selection Process

2 10	Debarment from next two eligible companies *
	* Some port two eligible companies *
	Debarment nom nem et cardo + Disciplinary action
3rd Occurrence	Black-List from Placement Cycle + Disciplinary action recommended by Prof. In-charge, CDGC

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1st Occurrence	Debarment from next two eligible companies **
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^{*} Debarment from the next two eligible companies. However, the student is allowed to appear for the company he/she has already applied for.

- ii. A student will be allowed to be exempted from compulsory attendance for Pre-Placement Talk for a maximum of 2 companies due to genuine reasons* by filling a leave application form.
- iii. If a student is absent in the Pre-Placement Talk of company he/she showed interest in, without any written intimation to the CDGC, he/she shall blocked from the process of next two companies he/she is eligible for (as stated in 10 (i)).

Note: Any absenteeism from the process at any stage requires prior approval of **Prof. In-charge, CDGC** at least 24 hours before the process.

11. ACCEPTING OFFERS/POST SELECTION/ JOINING POLICY:

- The company shall provide offer letters to the CDGC Office and not directly to the students.
- ii. Declining an offer, after formal acceptance to CDGC, is the violation of code-of-conduct & will be dealt with accordingly and will be liable for any further consequences, including referral to the institute for disciplinary actions.
- iii. A student who has accepted an offer is expected to join on the given joining date.

12. DEFERRED PLACEMENT POLICY:

Students of Punjab Engineering College (Deemed to be University), Chandigarh are now showing keen interest on taking up entrepreneurial challenges over a secure campus placement process, now have a backup with the institute introducing a 'deferred placement policy' The policy will be applicable for the current batch, which will graduate in 2024.

Such a scheme enables students to defer their placements to start their own venture and if the enterprise does not succeed in a stipulated period, they can join the campus placement process at the sole discretion of the company.

Though students are often interested in starting their own venture, they are usually afraid to take the plunge due to the risks involved and end up opting for campus placements.

This policy will henceforth:

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^{**} The student will also be debarred from the 02 companies he/she has already applied for.

- i. Ensure that they have a secure network to fall back upon if things go wrong. Hence, a student can come back after a period of two years to be part of the placement process.
- ii. Interested students will have to submit an application with an initial proposal by the end of the 6th semester which will be scrutinized by a panel to assess whether the student is serious about starting a venture. Subsequently, a detailed proposal on the proposed venture will have to be submitted by the students in their 8th Semester.
 - iii. Students will have to submit their application by 31st July, 2023 (for current session) and the detailed proposal by 31st March, 2024.
 - iv. The detailed proposal will again be assessed by the committee of experts. They will evaluate aspects like whether the venture is likely to succeed and its commercial viability among others.
 - v. After scrutiny, the panel will select the proposals, which should be part of the deferred placement process.
 - vi. The deferred placement process will have a mentor panel with experts, including entrepreneurs and angel investors, will be set up to guide the selected students, for two years on their start-up.
 - vii. The panel will help students make their venture a success by monitoring and reviewing their progress regularly. However, after two years, if the panel thinks that a particular venture will not work out due to various reasons like changing market dynamics among others, they will inform Prof. In-charge, CDGC with their detailed report that the student should be brought back into the placement process.

NOTE: - Prof. In-charge, CDGC may impose penalty and recommend disciplinary action against student for violation of any of the conditions mentioned in the policy.

The above mentioned limit is subject to change and the decision of the Prof. Incharge, CDGC would be final for all exceptional cases.

Dr. Poonam Saini Prof. In-charge

Career Development & Guidance Centre Punjab Engineering College (Deemed to be University),

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