

Punjab Engineering College

(Deemed To Be University)

CHANDIGARH



PLACEMENT
INTERNSHIP

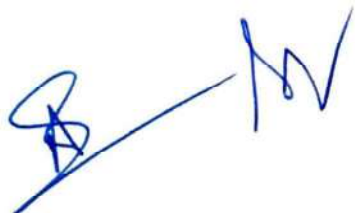
PLACEMENT & INTERNSHIP POLICY FOR M. TECH. (SESSION 2023-24)

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Career Development & Guidance Centre

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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:

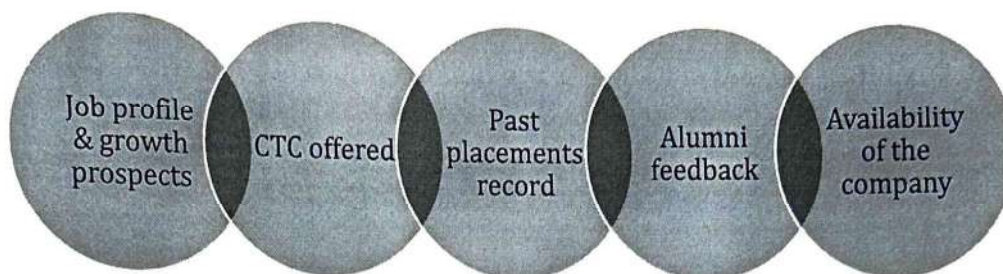
- a) Career Development & Guidance Program
- b) Internship & Full-Time Placement Activities
- c) Facilitate Pre-Placement visits to the companies
- d) Communication, Networking & Relationship Building with Potential Recruiters.

CDGC, PEC welcomes all eligible M.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.



2. ELIGIBILITY CRITERIA FOR THE COMPANIES:

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



- ii. Each student should join the online group of their concerned department, which 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 Placement.
- 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.
- ii The company discloses its eligibility criteria and the eligible disciplines along with special conditions e.g., bond (if any) by means of a Job Announcement Form (JAF)/Internship Announcement Form (IAF).
- iii The details (CTC/Stipend, Job Profile, Job Location, Eligibility Criteria) provided by the company are shared with the students through online portal.
- iv Interested students may apply for the company based upon the eligibility criteria mentioned in the JAF/IAF.
- v Mutually suitable date is decided. The dates are intimated to the company and the same is communicated to the students.
- vi The company visits the college and may conduct one or more of Pre-Placement Talk, Written Test, Group Discussion and Personal Interview.
- vii The company discloses the list of selected candidates.

- 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

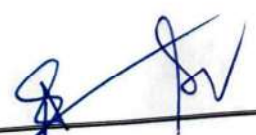
Company announces the result

- 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.



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

$$Y = 1.4 * A + 0.6 * B$$

Where,

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

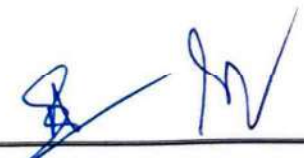
- v. A **"TIER - Open"** has been introduced keeping in consideration the CTC as well as historical records and the trust shown by the company.
- CDGC has the sole right and discretion to classify a company as **"TIER - Open"** in the interest of students.
 - CDGC can make it mandatory for the students to apply for **"TIER - Open"** company under special circumstances.
 - Students getting placed in **"TIER - Open"** Company 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, 1.5 times the Y Factor of his/her offer company in Tier 2.**



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 $Y = 7.8 \times 1.5 = 11.7$

Hence the student is eligible in the company offering 'Y' value equal to or greater than 11.7.

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 20% of the M.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 20% placement or 20th MARCH 2024 whichever comes first is reached.

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

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**.

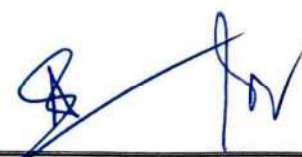
If any company falling in the **TIER 1** category of the **PC2** visits the college in this period **only unplaced students / TIER - Open** will be **allowed** to apply.

- 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 Company On-Campus.

- i 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.



iii Students who haven't enrolled themselves on the recruitment platform i.e. **Superset** will be considered uninterested for the placement/ internship.

iv 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.

Girls: 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 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



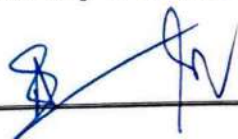
- contact details of CDGC office; refer to the CDGC notification site for details or contact CDGC office in case of discrepancy before proceeding.
- xii Students are NOT allowed to appear in the final selection process (test/GD/interview etc.) of companies they have not applied to through the Superset 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 Section 10: Absenteeism Policy.
- 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 of 6 months or 1 year duration (in line with the course registration of DIS5001 &/or DIS5002) only after consent of the concerned supervisor and the student will not be allowed to appear for any other internship company (irrespective of the PPO status of the company).
- ii. (a). In case student gets a 06 months internship (either M.Tech 3rd Semester or 4th Semester), then the student has to complete that internship or else face disciplinary actions as per rules mentioned in point 5. The other half of thesis/industry-based internship will NOT fall under the purview of CDGC. The student can either do an on-campus/off-campus internship with due permission from their allotted supervisor or do dissertation under the mentor in the other half.
- (b). However, if a student gets a 1-year internship, then the student will have to do his/her project in the industry itself with due permission from the concerned supervisor.

Note: In case student gets a 06 months or 1-year internship through CDGC, then the student has to complete the internship in that company itself. After joining as an intern student will not be allowed to switch the company.

- iii. In case an M.Tech student secures an on-campus internship offer, the student must submit No Objection Certificate (NOC) from their respective department to CDGC. (Annexure)
- iv. Students pursuing internship (either 6 months or 1 year) + Confirmed/ Probable PPO will be blocked from the Placement Cycle (As per Rule 8 (ii)).
- v. Students securing off/on-campus internships should complete their academic project under the guidance of their respective mentors.
- vi. 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. They can **ONLY** leave the On-Campus internship in the case of Startups which would be notified to the students prior to the process.

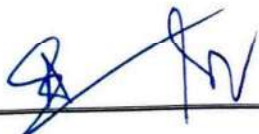
- vii. In case of parallel recruitment processes of two or more companies, if due to any unavoidable circumstances, there is a clash of the process then a student will be asked to choose the company beforehand and hence appear in the company selected by him (refer to 8(viii) for more details).

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. Companies may intimate CDGC office of the status of the PPO (Offered/Declined) before completion of 4 months (for 06 - month internship) and 8 months (for 11 month internship), else it may be considered as uncertain PPO and the students will be allowed to sit in placement processes of other companies in the institute. However, Rule 8 (vii) will be applicable for acceptance of offer (PPO/offer by other companies).
- iv. All Pre-Placement Offers (PPOs) will follow the same policy as it has been defined.
- v. 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.
- vi. 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.
- vii. **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 campus placements.**
- viii. 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 :

- i. The students are allowed to sit for any number of companies if he/she fulfils the eligibility criteria, until they get an offer.

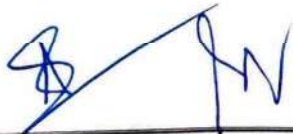


- ii. In case a student gets an internship + Confirmed/Probable PPO (combined offer), then that will be counted as an offer and will be put out of the placement cycle, and he/she will not be allowed to appear for any other company (irrespective of the tier). It will be considered as a Full time offer or Placement. However if probable PPO is declined by the company, the student is eligible for the placement cycle from that moment itself.
- iii. Internship with No PPO or declined PPO will not be considered as an FTE offer and will be treated the same as without Internship in the Placement Cycle.
- iv. Company has to inform the CDGC office about the PPO's prior to the start of the selection process.
- v. Students who have secured an off-campus FTE offer should sign the declaration of FTE eligibility (Annexure) in case they want to participate in any on-campus placement cycle.
- vi. 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 (viii) for more details).
- vii. In case of uncertainty in PPO confirmation from company and the same is communicated to CDGC, then a student is allowed to sit in the placement cycle with following conditions: -
 - a) In case a student receives a PPO and on-campus offer by any other company on the same day, he/she can exercise any of the two options.
 - b) In case the student receives an on-campus offer by any other company before receiving the PPO, he/she has to join the on-campus offer mandatorily.
 - c) In case the student receives a PPO before receiving on-campus offer by any other company, he/she has to accept the offer by the said company mandatorily.

viii. 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.



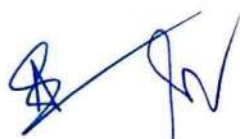
- b) In case a student gets selected in 2 or more companies on the same day, then the company ranked higher in the preference order of the student will be considered.
- c) In case a student does not fill the preference order for a placement day, then the allotment will be done based on the result first 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.**
- 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 him/her pursuing higher studies/ better opportunities (in India or abroad), the student needs to inform the office of CDGC as soon as possible (latest at the date of acceptance from the granted institute) along with the letter/offer received by the university/ firm.
- 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. In case student wishes to go for higher studies he/she has to inform CDGC a month before the joining in the company they were placed or when he/she gets a formal acceptance letter from the institute whichever comes first.
- iv. Students who have bagged an internship offer and not joined their company on their respective joining date 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**

1st Occurrence	Debarment from next two eligible companies *
2nd Occurrence	Debarment from next two eligible companies *
3rd Occurrence	Black-List from Placement Cycle + Disciplinary action recommended by Prof. In-charge, CDGC

• **INTERVIEW**

1 st Occurrence	Debarment from next two eligible companies **
2 nd Occurrence	Black-List from Placement Cycle + Disciplinary action recommended by Prof. In-charge, CDGC

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

** The student will also be debarred from the 02 companies 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 be 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:

- i. 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.

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. In-charge, 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), Chandigarh

