GEETANJALI INSTITUTE OF TECHNICAL STUDIES

CAREER DEVELOPMENT CENTRE



POLICIES

and

ACHIEVEMENTS

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GITS CAREER DEVELOPMENT CENTER (GITS - CDC)

INTRODUCTION: The **Career Development Centre** was formed with the objective to guide the students to attain their career target of gainful employment. The Centre is an integral part of the institute and is provided complete infrastructure for its effective functioning and operations. The Placement activities, Entrepreneurship awareness and promotion as well as Incubation activities are organised, conducted and managed by the Career Development Centre.

The college through CDC provides opportunities for quantitative and qualitative growth to the students to access desirable prospects. CDC assists participants from career profiling till interview assistance to prepare them for lifetime employability. CDC makes special effort to ensure students are on target with educational and career goals and helps them to identify the perfect career pathway. It helps to discover opportunities based on their domain background, qualifications and previous work experiences. One-to-one interaction sessions are held with the in-house team of faculty members and industry experts.

The CDC regularly invites various industries and reputed firms for campus recruitment. The cell is sensitized to function all through the year towards generating placement and training opportunities for the students. The cell maintains a cordial relationship with all recruiting industries and also prepares the recruited candidates to face the competitive world.

The activities of CDC are coordinated by a full-time faculty, assisted by other members of faculty from each department as coordinators and trainers skilled in career planning. The activities of CDC are organised under three (3) sections on the basis of operational specializations, namely:

- 1. CDC Training Cell
- 2. Placement Cell
- 3. Entrepreneurship Development

Vision

To equip the students with relevant technical and professional skills essential to guide them towards career opportunities that match their aspirations.

Mission

To nurture and groom a sincere, hardworking and ethical workforce competent to face the global competitive world with confidence and attain desired placement.

1. CAREER DEVELOPMENT CENTER (GITS - CDC)

Training activities are organized throughout the year in an effort towards preparing the students for the campus selection programs. Providing learners with a concise overview of chosen core competencies dramatically enhances their ability to grasp the fundamentals of that competency, and apply it to their daily work. Towards fulfilling the demands in industries, the training centre trains its students for different activities based on the integrated project requirements. In turn this allows organizations to develop the right competencies to the right employees, at the right time.

Functions of CDC

- To augment the competency of the technical workforce in the corporate world.
- To familiarize front line engineers and budding managers with engineering and management concepts, activities and quality working techniques in their respective fields.
- To enable middle managers understand activity interfaces and formulate integrated approach on technical projects.
- To facilitate training by setting up a modular training school with well-defined infrastructure and curriculum.
- To create a talent pool of skilled workforce capable of delivering world-class standards.

Programmes

- Regular in-house training and workshops for student to bridge the industry academia gap.
- Soft skill, aptitude and personality development classes for students to encourage holistic development.
- Mock interviews for aspiring candidates.
- Lectures from industry experts.

2. PLACEMENT CELL

The Placement Cell, under CDC operates round the year facilitating the process of campus placement of its students by collaborating with leading organizations and institutes in setting up of internships and training programs. It serves as an interface between the students and the corporate world that liaisons with various companies, organizes talks and seminars, and provides internship opportunities and conducts campus recruitment activities. The

Placement Cell strives to bring recruiters and student aspirants together through campus interviews. It also helps students in finding organisations to complete their summer internships/projects. Leveraging its strong links with corporate entities, the cell also lends a hand in securing short-term assignments for students in organisations.

We highly value our partnership with recruiters & remain committed to making the recruiting experience productive and positive. We hope that firms and our students create synergies & find the best match between their needs and capabilities.

The Training & Placement Office provides the infra-structural facilities to conduct group discussions and interviews; computer labs for conducting tests; smart rooms with public addressing system; along with catering to other logistics.

The services of the placement cell are available to all eligible students.

Vision

To equip the students with relevant technical and professional skills essential to guide towards career opportunities that match their aspirations.

Mission

To nurture and groom a sincere, hardworking and ethical workforce competent to face the global competitive world with confidence and attain desired placement.

Objectives

- To develop a Career Resource Cell in all departments that assists students in developing their academic and career interests through individual counselling and group sessions.
- To coordinate with faculty members to integrate Project Work Summer Training/internship programs with the academic curriculum.
- To act as a link between students, alumni and the corporate organisations.
- To enhance skill sets of students to meet the expectations of the industry.
- To conduct Entrepreneurship Awareness Programs for final and pre-final year students.
- To conduct Industry Institute Interaction Programs inviting eminent achievers from industry and academia to guide, motivate and interact with students.
- To act as a Catalyst in reducing unemployment.

Duties and Responsibilities of Placement Cell members

- Creating network and database of various corporate/ companies/ organizations who can be potential recruiters and project providers.
- Network and liaison with corporate/ companies/ organizations for exploring employment opportunities, projects (summer internship or short duration training), survey / analysis project work etc.
- Co-ordinate with students to collect data as and when required in specific formats, gather & share data and disseminate information pertaining to Placement Cell activities in campus, whether pooled or closed campus.
- Visit industries/ corporate houses/ companies/ organizations within the city as well as outstation to explore placement, project and other opportunities.
- Identify and explore possibilities and opportunities of tie-ups with organizations for mutual benefit.
- Ensure smooth functioning of the CDC and perform allied activities or any other work assigned by Head CDC from time to time in a time-bound manner.

Guidelines

- The role of Placement Cell is a facilitator for placement related activities. It does not guarantee a job, but acts as a catalyst to enhance employability and provide opportunities through liaisoning with companies.
- The Placement facility is available to all the students registered with Placement Cell
 through the One Job to One Student At the First Instance policy. This will ensure
 that every student will get equal job opportunities and only few students do not
 consume up all the jobs.
- Training & Placement coordinators only hold the sole right to deal with Training & Placement matters whether internal or external.
- The Placement Cell must provide requisite training to students in the areas of Personality Development, Communication and Technical Skills prior to the commencement of the placement process.
- To prepare students to face campus interviews by arranging training in Aptitude tests, Group Discussions, Preparing for Technical and HR interviews through professional trainers

Code of Conduct

- It is mandatory for the students to register in the company to participate in the placement process of the company.
- Attendance in Pre-Placement Presentation is mandatory after registration, to be eligible for further placement process.

- Students proceeding after the presentation for the next step in the selection process
 of the company cannot quit in between. If a student quits in between, then he/she
 will be debarred and will not be allowed to appear in any other further placement
 event.
- All post job-offer communication between student and company should be channelized through the Placement Cell.
- Any kind of misbehaviour/complaints reported by the company officials will be taken seriously and if proven, the student will be debarred from future campus placements.

Directive Principles, Rules and Regulations

- 1. Placement Cell will strive hard to provide placement opportunity to all its eligible, non-eligible and interested students of Final Year.
- 2. In order to achieve its placement objectives, the CDC-Training shall organize various training programmes, Guest lectures, seminars, workshops, internship and other allied activities in addition to other similar academic/ non-academic activities for ensuring employability of its students.
- 3. The Placement cell shall also strive hard to invite various reputed companies/ organizations for recruitment/ placement of its students in the field of their specializations.
- 4. It will be the endeavour of each student to co-operate with the Placement Cell and to appear for opportunities offered for their Placement.
- 5. A notice of Placement Process once fixed will be communicated through E-mail or SMS or through official Whatsapp group to all the eligible students. It is important that all students must regularly check their e-mail & official group communication for getting information on Placement related activities. In case of any query, students can visit the TPO office)
- 6. Every student who enrols with T & P Office and who has opted for "Campus Placement" in the registration form / online registration link will be eligible (as per companies eligibility criteria) for all companies offering Placements.
- 7. Students those who do not enrol with the T & P Office, shall not be allowed to take part in the placement process under any circumstances later.
- 8. Once a student is enrolled with T & P Cell & if he/she fails to appear in any of the campus (in-house/ pooled/ any other) drive of any company without submitting a written application with justified reason and document's will not be eligible to appear for the next 3 consecutive campus placement drive. Habitual absenteeism will not be entertained under any circumstance.
- All students must keep their identity card with them at the time of PPT/Written Test/GD/PI and produce the same when demanded by the visiting team or Placement Coordinator.

- 10. Once all eligible students secure one job-offer each, the students would be allowed to appear for all the further companies visiting for placement (inclusive of all types of campuses).
- 11. Any student having a job –offer in hand will not be allowed to appear for any further placement opportunities unless and until all the eligible and interested students get one job-offer each in their hand. However, students will be given chances of upgrading their placements offers if the subsequent company/organization has been conferred with a "Dream Status" or "Core Company" status by the Institute.
- 12. The Institute may offer a "Dream Status" to any reputed company/organisation which has strong brand equity and/or is offering exceptionally high salary package. "Core Company Status" will be given to only those companies whose operations are in the core sector of AE/ CE/ ECE/ EE/ ME branches. "Dream Status" / "Core Company Status" will be granted to a particular company by the Head CDC.
- 13. If a selected student in any company thorough the campus placement drive fails to join the company without any justified reason he/she will not get clearance from the T&P Dept.
- 14. No preference related to Place of work will be entertained.
- 15. The students must think well before enrolling with T&P and then act accordingly i.e. enrolling with T & P is an act of expressing their desire and confirmation to join the organization on its terms and conditions, if selected.
- 16. In order to maintain the institute's commitment to the organization, students will have to join the company from which they have received the offer letter. They will not be allowed to reject an offer at a later stage as per the policy already specified and decided by the authority. It should be noted, that students represent their personal commitment and the institute's commitment by such positive action.
- 17. Dress code is Strictly Formals. Those who don't follow the dress code will not be considered for placements.
- 18. Individual details and Academics details must be updated on regular intervals by students to Training & Placement coordinators.
- 19. Students are not authorized to communicate with the companies in any individual capacity when company visits our college for placement. Any corporate interaction by any student at any stage before and after selection must be carried out in consultation with Head CDC.
- 20. If a student appears in written test and does not appear himself / herself in front of the interview panel without seeking prior permission from Head CDC, he or she will not be permitted for any future drives and will be detained for future placements.
- 21. If a student gets selected in any particular company and gets a joining date after one year of their passing year then in that case college authorities are not responsible for the delay in joining. Also in any case, if any company withdraws its offer letter/letter of intent at any stage before joining of any selected students the CDC department and college or any authority will not be responsible for it.
- 22. While attending campus interview, every student must carry the following:
 - College Identity Card

- 5 Nos. passport size colour photographs
- 2 copies of the updated and signed resume
- Original Mark-sheets from SSC onwards in Folder
- 2 set of photocopies of all relevant mark-sheets, certificates (self attested)
- Identity Proof Xerox of PAN Card or Passport or Driving License (self attested)
- Pens (Black & Blue) / Pencils / Stapler / Glue etc.
- 23. Students are expected to get enough information about the company, job profile and other details about the visiting company before appearing for any recruitment drive. It is compulsory for students to visit the website of the visiting company before the campus placement drive.
- 24. Students who are not eligible or are already selected by a company will attend their regular classes. Attendance Record of each drive is shared by CDC Dept. to all respective departments on regular basis.
- 25. Students should inform immediately about any change of Marks/Mobile No./Email ID to T&P Dept. It is advised that the selected student must maintain the same contact details (Mobile No. & Email ID) till he/she joins the company.
- 26. The department of CDC will also try hard to arrange campuses of No Criteria Companies for not eligible students. The not eligible students should see that they get placed in the first opportunity of such companies which they get.
- 27. The institute through CDC reserves its right to allow/ disallow any student from taking part in the placement process without assigning any reason thereto. Decision of the Institute would be final and binding on all.
- 28. Request/grievances/issues will be referred to the Head CDC and Head of Department through the Faculty Coordinator.
- 29. For all the matters not covered by the above policy, the Placement Cell will use its discretion to take appropriate decisions.

Eligibility Criterion

- Student should get an aggregate of 60% & above throughout from SSC onwards.
- Student should not have any backlog subjects in B.Tech. / MBA /MCA.
- Student should secure a minimum of 75 % score in internal marks and soft skill training and mentoring sessions conducted in the institute.

Placement Procedure:

• The Placement Cell under CDC sends invitations to companies/organizations inviting them to participate in Campus Placement activities each year along with relevant information about the institute, the courses available etc.

- Company/ Organization, if interested, sends a letter of intent with a detailed Job Description (JD) containing specifications of the job offer (pay package, qualifications and skills required, location, allowances and other bonuses etc.) and the preferred dates of campus visit.
- Placement Office allots dates to companies for campus interviews based on various details given by companies. The organization confirms the dates with the Placement Office.
- The Placement Cell prepares a Placement Information Document providing detailed information about the Company, the Job Description with comprehensive information about the Job, the position, the salary package or CTC, the skills and abilities required, the eligibility criteria, expected place of work, etc as the primary basis of communicating the details of the positions offered to the candidates.
- This Placement Information Document along with the Placement G-Form is circulated among the students. The students must fill the Form with authenticate information about their contact details, educational qualifications with score, branch, etc. as this information so provided is used as basis for selection.
- Companies visit the campus on the allotted date/s and conduct Pre-Placement Talk
 or Presentation, tests, GDs and/or interviews according to their recruitment process.
 In recent times, the campus recruitment process is also conducted through Virtual
 mode by way of Online Tests and Virtual Interview process.
- The organization is required to furnish the final list of selected students which is communicated to the students.
- In case the company is unable to declare the result on the same day, then the student is allowed to participate in other placement drives from other companies & the final status will depend upon who declares the result first.
- The purview of the Placement Cell is restricted only to the offers made as part of the campus placement process.
- The company shall provide the offer letters to the Placement office and not directly to the students.

The following set of Rules and Regulations must be circulated among students each before the placement processes begin.

Rules and Regulations for the Training and Placement Process

In congruence with the policies of the CDC department, the rules and regulations for students are as follows:

1. **Registration**-Students should register their names and details by way of Google Forms circulated by Department of Training and Placement Cell. Only registered students will be eligible to participate in the placement activities.

- 2. Authenticity of data: Students should fill up all data carefully and verify the entered data before final submission. Issue of grade sheet, announcement of results of remedial/ other exams, verification of academic credentials etc are not the responsibilities of T&P Cell.
- **3. Abstinence from appearing in drive after registration -** If any registered student found to be not attending the drive, such student will not be permitted to sit for next placement process. And such students need to be submit an explanation to the T&P Cell with the recommendation of Faculty Representative and HoD concerned.
- **4. Job Offer-** Students will be allowed to avail a single job offer only. However, already placed Students may also be allowed to appear for reputed companies providing a better CTC. Once a student bags a job offer from a company then he/ she will not be allowed to participate in any campus recruitment process at all.
 - The copy of the Offer Letter is required to be submitted in the placement office.
- II. After accepting a job offer, if any student decides to withdraw his/her acceptance of not joining the company then disciplinary action will be taken from the institute as well as he/she will be automatically debarred from any of the future placement opportunities of the college.

5. Training Rule-

- I. Attendance & Penalty- The eligible / registered students must attend all paid / unpaid training programmes arranged by Career Development Centre (CDC). If any student discontinues the paid training after his/her confirmation, then the concerned will be liable to pay twice the training fees as fine.
- 6. For Queries & Data Update The Placement Coordinator for each department / branch will be the Single Point of Contact for the students of their respective department. For all kinds of clarifications & communications (such as registration for placement, assistance, updating the database, etc.) should be executed through the Placement Coordinator and HOD of the concerned department. It is the responsibility of the student to check announcements / notices / updated information / shortlisted names etc. in the notice boards and department groups of Placement Cell /Department Notice Boards.
- 7. **Documents for an Interview** Students should carry a minimum of 3 copies of their resume, photocopies of all Original Certificates and mark-sheets, and

5 passport size photographs.

- 8. Punctuality Students should be seated in the venue 15 minutes before the scheduled start of the Pre-Placement talk. Late Comers for Aptitude Test / GD / Interview may not be allowed to appear for the selection process.
- **9. Dress Code:** Students must be formally dressed or wear the college uniform whenever they participate in any interaction with a company. If any student doesn't appear in decent formal dress, campus T&P Cell reserves the right to refuse the permission to attend the campus selection process.
- 10. Debarment/Blacklisting grounds for students: Students may be debarred/blacklisted from the placement activities if he/she is found involved in any in disciplinary activity or engaged in malpractices. Students cannot drop out from selection process once he/she has been shortlisted for further rounds after Aptitude Test. Anti-disciplinary action will be taken against defaulter student/s.

If any student fails to comply with any of the above mentioned rules and regulations or found indulging in any act of indiscipline/misbehaviour, he/she would be liable for strict disciplinary action, as per the Institute's rules and regulations.

3. GITS - Entrepreneurship Cell (E-Cell)

The Entrepreneurship Cell (E-Cell) is a non-profit organization run by students of GITS Udaipur. We create awareness among the students about Entrepreneurship through our various programs like workshops, speaker session and other such events. We support the upcoming Entrepreneurs by providing the necessary resources such mentors, consultancy, seed fund and networking.

 To promote knowledge based and technology-driven start-ups by harnessing young minds and their innovation potential in an academic environment.

Vision

To identify the opportunities that will allow the growth and success of every student through developing their inter-disciplinary learning and seek new business opportunities for the growth of the society and nation by providing technological and logistical assistance.

Mission

Evolve and spread out the new knowledge and insights in entrepreneurial theory and practice through exploration and facilitating corporate excellence through creating entrepreneurs. Our aim is to enhance and promote entrepreneurial culture within the institutional mechanism and recognizes their responsibility for providing motivation, guidance, opportunity to students and other services to prospective and budding new entrepreneurs.

Objectives of the GITS ED - Cell

- To channelize the knowledge and the energy of youth towards becoming active partners in the economic development process;
- To catalyze and promote development of knowledge-based and innovationdriven enterprises and promote employment opportunities amongst youth specially students;
- To inculcate a culture of innovation driven entrepreneurship;
- To act as an institutional mechanism for providing various services including information on all aspects of enterprise building to budding GITS entrepreneurs.

Functions of GITS ED - Cell

- To motivate, support and mentor students for identification, development and commercialization of their innovative ideas.
- To initiate targeted number of innovative student projects each year for new product development.
- To organize Business Plan Competitions / Innovation Camps / Hackathons with active involvement of industry and alumni.
- To guide and assist prospective entrepreneurs on various aspects such as
 preparing project reports, obtaining project approvals, loans and facilities from
 agencies of support system, information on technologies, etc.
- To arrange interaction with entrepreneurs, bankers, professionals, potential customers and create a mentorship scheme for student innovators.
- To facilitate creation of Entrepreneur's Club / E-Cells in the college to foster culture of entrepreneurship amongst students.

Events planned for the future

- Guest Lectures
- Workshops
- Panel Discussions

- Internship Fair
- Candid Talk: Interview
- Panel Discussions
- Startup Case Challenge
- Connect the dots



GEETANJALI INSTITUTE OF TECHNICAL STUDIES

GITS - INNOVATION AND INCUBATION CELL POLICIES

Geetanjali Institute of Technical Studies, Udaipur has setup an Innovation and Incubation Centre with the overarching purpose of promoting a culture of innovation and entrepreneurship within the students and faculty members. The Centre would support and encourage start-ups in any specific subjects/sectors like manufacturing, transport, energy, health, education, agriculture, water and sanitation etc. and provide necessary infrastructure facilities along with other value added services under expert guidance.

Features of the scheme and Procedure

- Students/faculty of Geetanjali Institute of Technical Studies can become incubator as an individual or a group of individuals (hereinafter referred to as "Applicant") to avail the facilities of Innovation and Incubation Centre. Group of individual(s) may be from same or interdisciplinary fields.
- All applications will be invited through off line mode by submitting hard copy of application to the Centre (<u>Form A</u>). However, all communications related to the scheme including announcements of shortlisted applicants and final selection of applicants shall be published from time to time on the college website http://www.gits.ac.in. and on the notice board of the centre.
- Cell has put in place a dedicated internal Screening Committee and Executive Members with desired domain and management expertise for the assessment and successful operations of Inventions/projects. Evaluation of Applicant/s will be done through Form-B and Form-C.
- After approval of executive members on the innovative idea, following facilities will be offered to applicants (hereinafter referred to as "Team") through Innovation and Incubation Centre:
 - Office space
 - Computers
 - o Printer
 - o Internet Connection
 - Standard furniture as decided by executive members
 - o Library
 - Meeting area with projection equipment
 - Faculty mentor (for help and support)
- Team will be permitted to be a part of the incubation Centre for a period of one year.
 Maximum two extensions may be granted for 6 months each at a time at the discretion of the Institute.

Receipt of duly filled application along with the necessary documents Review by GITS-Innovation and Incubation Centre Internal screening for assessing the completeness and relevance of the proposal Preparation of project Presentation proposal for before Implementation financial assistance from executive funding agencies, if members applicable Executive members decision on approval of proposal

Establishment of Institution Innovation Council at GITS

Ministry of Human Resource Development, Govt. of India is consistently taking major steps to conduct various innovation and entrepreneurship-related activities in a time bound fashion across Indian Academic Institutions. On MHRD's Innovation Cell Foundation Day i.e. 11th September 2019, Geetanjali Institute of Technical Studies has also become a part of creating innovative ecosystem in the country and received *IIC Constitution Certificate by Hon'ble Minister of HRD*.

By the establishment of Institution Innovation Cell (IIC) at GITS, a better cognitive ability n problem-solving environment will be created among students.

The GITS- IIC will be focused on:

- Identifying and rewarding innovations and sharing success stories.
- Organizing periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals to create a Mentor Pool for student innovators.
- To highlight innovative projects carried out by institution's faculty and students.
- Organizing Idea Competitions, Mini-Challenges etc. with the involvement of industries.

Annexure

Form A APPLICATION FORM OF GITS-Innovation and Incubation Centre IIC) FOR THE USE OF INITIAL SCREENING 1. Title of the proposed idea/innovation/invention 2. Description of proposal a) Background (why the technology is required, max 100 words) b) Description (how the technology works, max 100 words) c) Advantages (what the technology does, over and above existing methods, max 100 words)

3. Is there any unio	queness or innovation ab	out this Idea?	
Will this product details.	t/service idea need any t	echnical collaboration to	take it to market?
5. Details of expen	ses involved in executin	g the idea	
6. Time line of exe	cuting the idea into reali	ty	
7. Specific financia	ol concerns if any that ma	ay affect the project plans	- Please explain
7. Specific financia 8. Details of Applic		ay affect the project plans	- Please explain
		ay affect the project plans Year of Study	- Please explain Signature
8. Details of Applic	cant (s)		V. Garage

2. Form B

				<u>F</u>	orm B				
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	b)	Relevant t	to interdisciplinary	research (a	academic use	e):			
	c)	Relevant t	to research and dev	velopment:					
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7. Re	commended :	N	ot Recommended:	
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3. Fo	orm C	Form C		
APPRO	OVAL FORM OF GITS-Innova	tion and Incubation	n Centre IIC) FOR	THE USE OF FINA
1. Str	ength of the product idea in term	SELECTION as of its technology of	content, innovation,	timelines and marke
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