



# **MNR UNIVERSITY**

## **POLICY ON STUDENT CAREER DEVELOPMENT CENTER (CDC)**

MNR Nagar, Fasalwadi-502294, Gr Hyderabad, Sangareddy District, Telangana

## Policy on Students Career Development Center (CDC)

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# MNR UNIVERSITY

(Estd. Under the Telangana State Private Universities  
(Establishment and Regulation) (Amendment Act No.11 of 2024)  
[Recognized by the UGC under Section 2(f)]

MNR Nagar, Fasalwadi – 502294, Gr. Hyderabad, Sangareddy Dist., Telangana

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Ref.No.MNRU/102/P-5/2026

Dated:16.02.2026

## Policy on Student Career Development Center (CDC)

In exercise of the powers conferred by Section 30 of the Telangana State Private Universities (Establishment and Regulation) Act 11 of 2018 and in accordance with the Regulations of the University Grants Commission, the Academic Council and the Board of Management hereby frame the following Policy to envision fostering a globally competent, industry-ready, entrepreneurial, and socially responsible student community that drives innovation, sustainable development, and inclusive growth. The Governing Body in exercise of the powers conferred by Section 20(4)(d) of the above Act approved the **Policy on Students Career Development Center (CDC)** through the Resolution No.5, dated 12.02.2026 for implementation in the University.

### 1. Title of the Policy: Students Career Development Center (CDC) Policy

### 2. Preamble

MNR University envisions fostering a globally competent, industry-ready, entrepreneurial, and socially responsible student community that drives innovation, sustainable development, and inclusive growth. The Students Career Development Center (CDC) acts as the central hub for holistic career progression, higher education pathways, entrepreneurship development, and global employability. It integrates seamlessly with the University's Individual Development Plan (IDP) framework—**STEM** (Science, Technology, Engineering, Medicine: Research & Higher Education), **STEP** (Skills, Training, Employability, Placements), and **SEED** (Startups, Entrepreneurship, Enterprise Development).

This policy aligns with national imperatives such as UGC guidelines (including AEDP 2025, Internship/Research Internship Guidelines 2023, and UGC Sustainable & Vibrant University-Industry Linkage System), NAAC Quality Indicators (Criteria 5 & 7), NIRF parameters, National Education Policy (NEP) 2020, Atal Innovation Mission (AIM), and India's visions of *Viksit Bharat @2047*, *Atmanirbhar Bharat*, and *Sashakt Bharat*. It also draws from international best practices, including QS Graduate Employability Rankings, Times Higher Education (THE) Impact Rankings, ABET Program Outcomes, AACSB Learning Goals, and frameworks from leading global institutions (e.g., Stanford Career Education, Harvard Office of Career Services, IIT Madras Placement Cell). The CDC emphasizes equity, diversity, inclusion (EDI), sustainability, digital transformation, and lifelong learning to position MNR University as a benchmark for career development in Indian and global higher education.

### 3. Objectives

The CDC aims to:

1. Enhance career preparedness, employability, lifelong learning, and resilience among students, ensuring 100% engagement in personalized development pathways.
2. Facilitate higher education, research, and global mobility through targeted mentoring, guidance, international collaborations, and equitable access to opportunities (STEM).
3. Ensure industry-aligned placements, internships, apprenticeships, and skill certifications for all eligible students, targeting >95% placement rates with median salary growth aligned to sector benchmarks (STEP).
4. Promote innovation, startups, and entrepreneurship through incubation, seed funding, and ecosystem linkages, aiming for 10% student-led ventures annually (SEED).
5. Strengthen industry–academia–society–alumni linkages for mutual growth, knowledge exchange, and nation-building, including CSR-driven initiatives.
6. Develop students’ ethical, professional, leadership, and socio-emotional competencies in line with national (NEP 2020) and global benchmarks (UN SDGs, World Economic Forum Future of Jobs Report).
7. Promote EDI by addressing barriers for underrepresented groups (women, SC/ST/OBC, PwD, rural/first-generation learners) through tailored interventions.
8. Integrate sustainability and digital literacy across all pathways, preparing students for green jobs, AI ethics, and remote/global work models.
9. Implement robust tracking mechanisms for student career progress, enabling real-time monitoring by stakeholders and personalized interventions.
10. Provide comprehensive preparation for public sector opportunities, including civil services and banking exams, to foster public leadership.
11. Equip students with essential soft, life, and technical skills for private sector success, emphasizing holistic professional growth.
12. Promote Research & Development (R&D) thrust through University-Industry (UI) collaborations to address practical R&D problems of high societal relevance (per UGC UI Linkage Guidelines).
13. Develop skill sets among learners and make them industry-ready through student internships, including field/industry/on-job skills/vocational training/life skills (per UGC UI Linkage Guidelines).
14. Establish linkages and develop sustainable relationships between Industry and Academia, including creation of training and apprenticeship opportunities in industries/R&D labs/research organizations/other organizations and social systems (per UGC UI Linkage Guidelines).

#### 4. Scope

This policy applies to:

- All current students (undergraduate, postgraduate, doctoral) and alumni within 5 years of graduation (extendable for PhD/research tracks).
- Faculty mentors, placement officers, innovation coordinators, career counsellors, and administrative staff.
- Industry/institutional partners, alumni networks, government agencies, and international collaborators.
- Exclusions: Non-degree programs (e.g., short certifications) unless integrated via MoUs; policy does not cover post-alumni career services beyond networking events.

#### 5. Structure of the Career Development Center

The CDC operates through three integrated functional wings, supported by cross-cutting units for EDI, Digital Innovation, Sustainability, and Alumni Relations. Each wing has dedicated leadership and resources. To comply with UGC UI Linkage Guidelines, the CDC will establish an Industry Relations Cell (IRC) in every educational unit and facilitate University Relations Cells (URC) in partner industries, including MSMEs.

Functional Wing	Core Domain	Key Responsibilities	Leadership & Staffing
<b>STEM Division</b> (Science, Technology, Engineering & Mathematics)	Research & Higher Education Development	Research mentoring; global university partnerships; higher education guidance (GRE, GATE, IELTS, TOEFL, Duolingo); scholarships; research fellowships; innovation expos; publication/ patent support; EDI-focused research access; PG/PhD program exposure; R&D cluster coordination (per UGC UI Guidelines).	Head-STEM (1), Counselors (2-3), Research Coordinators (2).
<b>STEP Division</b> (Skills, Training, Employability & Placement)	Placements & Industry Engagement	Industry MoUs; internships/ apprenticeships/practice schools; pre-placement training; competency mapping; soft/digital/ life/technical skills; psychometric profiling; career fairs; virtual recruitment; diversity hiring drives; public sector exam prep; IRC management and RAC representation (per UGC UI Guidelines).	Head-STEP (1), Placement Officers (4-6), Trainers (3).
<b>SEED Division</b> (Startups,	Innovation & Incubation	Startup mentoring; incubation; business model workshops; funding	Head-SEED (1), Incubation

Functional Wing	Core Domain	Key Responsibilities	Leadership & Staffing
Entrepreneurship & Enterprise Development)		linkages; Atal Innovation Mission programs; hackathons; IP clinics; family business scaling support; sustainability-focused ventures; exhaustive entrepreneurial ecosystem support; MSME linkages (per UGC UI Guidelines).	Managers (2), Mentors (pool of 20+).
<b>Cross-Cutting Units</b>	EDI, Digital, Sustainability, Alumni	Bias training; AI-driven career tools; green career pathways; alumni mentorship programs; global networking events; progress tracking dashboards.	Coordinators (1 each), integrated across wings.

Organizational Chart: See Annexure A.

## 6. Key Functions of CDC

### 6.1 Career Counselling and Guidance

- Adopt a 'Career Everywhere' strategy by mandating all faculty and staff (including admissions/alumni offices) to integrate early career exploration conversations into new student orientation, co-curricular activities, and departmental-level events, ensuring career readiness is a systemic institutional priority.
- Personalized mentoring via AI-enhanced platforms, faculty, and certified coaches (1:50 mentor-mentee ratio).
- Comprehensive assessments: career aptitude, skill-gap analysis, psychometric profiling (e.g., MBTI, Big Five, Holland Codes), and 360° feedback.
- Workshops on emerging trends (AI/ML, green jobs, gig economy), futuristic careers (space tech, biotech), and work-life integration.
- Annual Career Fairs (virtual/physical) with 200+ recruiters.
- **NEP 2020/UGC MEE Support (Multiple Entry-Exit) Guidance:** The CDC shall provide mandatory, tailored career counselling for students exiting with a UG Certificate (1 year) or UG Diploma (2 years) via NEP's Multiple Entry-Exit system, focusing on translating specific credit sets and certifications into validated job market competencies and pathways for re-entry via the Academic Bank of Credits (ABC).
- **Peer Career Advisor Program:** The CDC shall launch a Peer Career Advisor (PCA) Program where high-achieving UG/PG students are formally recruited, trained, certified, and compensated (or granted credit/honorarium) to deliver Tier 1 career services (resume reviews, interview basics, workshop moderation) to their peers, operating under the supervision of certified CDC Counselors.

## 6.2 Industry Connect & Employability Enhancement (STEP)

- Establish Discipline-Specific Industry Advisory Boards (IABs) with quarterly meetings.
- **UGC Apprenticeship/Internship/Practice School Credit Mandate:** For all Undergraduate programs, the curriculum will embed a minimum of 20% of the total credits for the degree program in Apprenticeships, Internships, or Practice School, ensuring alignment with the UGC Apprenticeship/Internship embedded Degree Programme guidelines.
- A dedicated Nodal Officer (Head-STEP/designee) role responsible for overall coordination and compliance oversight of the Internship/Apprenticeship Mechanism. This role will ensure clear differentiation between the Internship Supervisor (Industry) and the Faculty Mentor (HEI).
- Research internship evaluation criteria for the Innovativeness of Research, a formal project Presentation, and a final Viva-Voce examination, as per UGC guidelines.
- The Apprenticeship structure, aligned with UGC's AEDP, integrate a verified Basic Training Component (BTC) and a distinct On-the-Job Training (OJT) component. Partner industries must adhere to the Apprenticeship Rules, 2019, regarding apprentice engagement (2.5% to 15% of the total strength; employers with 4+ workers eligible, mandatory for 30+ workers).
- **Internships, Apprenticeships, and Practice Schools:**
  - **Internships:** Mandatory 8-12 week summer/winter placements (credits: 2-4); facilitated via MoUs with 500+ partners; focus on experiential learning with reflective journals and industry evaluations (50:50 weightage).
  - **Apprenticeships:** Aligned with Apprenticeship Act 2021; 6-12 month paid programs for final-year students; stipend support via NAPS (National Apprenticeship Promotion Scheme); dual certification (university + industry).
  - **Practice Schools:** Immersive 3-6 month industry immersions (semester-based or block); integrated into curriculum (e.g., PS-I in Sem 5, PS-II in Sem 7); project-based with live problem-solving; evaluation via portfolios, peer reviews, and employer feedback.
- 360° Industry Readiness Program (IRP): Domain skills (e.g., Coursera/TCS iON certifications), soft skills (communication, leadership, teamwork, adaptability, problem-solving, emotional intelligence), life skills (financial literacy, time management, resilience, work-life balance, ethical decision-making), technical skills (programming, data analytics, AI tools, domain-specific software like CAD for engineering or MATLAB for sciences), ethics (compliance training), and digital tools (LinkedIn, ATS optimization).

- Collaborative Certificate Programs for Day-One readiness; target 80% certification completion.
- Virtual reality simulations for interviews; bias-free recruitment algorithms.
- Private Sector Focus: Tailored modules for corporate roles, including negotiation workshops, networking events with Fortune 500 firms, and alumni-led panels on career pivots.

### 6.3 Higher Education & Research Readiness (STEM)

- National/international research internships (IISc, IITs, DAAD, Erasmus+, Fulbright).
- Guidance for competitive exams (GATE, GRE, GMAT, IELTS, TOEFL, SAT); free mock tests and prep modules.
- Encourage publications, patents, or presentations under faculty mentors; open-access publishing support.
- EDI initiatives: Scholarships for underrepresented groups; bridging programs for skill gaps.
- **PG/PhD Program Exposure:** Comprehensive guidance for postgraduate (M.Tech, MBA, MS, MPhil) and doctoral (PhD, direct PhD after UG via integrated programs) pathways at national (IITs, IIMs, NITs) and international (QS Top 100 universities) levels. Includes eligibility mapping (e.g., GATE for M.Tech/PhD, CAT for MBA, GRE for MS abroad), application support (SOPs, LORs, portfolio reviews), and success rate tracking (>70% acceptance target).
- **International Exposure Programs:** Annual Foreign Education Fairs (on-campus with 50+ global unis); Study Tours (1-2 week immersive visits to partner institutions in Europe/USA/Australia); Semester/Year Abroad (credit transfer via MoUs); Joint/Twinning/Dual Degree Programs (per UGC 2023 guidelines: concurrent degrees from Indian-foreign partners, e.g., B.Tech + MS in AI with US unis; 48+ foreign unis engaged); Stackable Micro-Credit Certificate Programs (modular certs in emerging fields like Data Science/Sustainability, stackable to full PG credits via platforms like Coursera/edX); Foreign Language Training (beginner-advanced in German, French, Spanish, Mandarin via alliances with Goethe-Institut/Alliance Française; integrated credits for global mobility).
- **UGC Recognition of Prior Learning (RPL) for Credits:** The CDC, in collaboration with the Academic Council, will establish a Recognition of Prior Learning (RPL) mechanism to formally assess and grant transferable academic credit for skills acquired by students through verified work experience, freelancing, or community service projects, aligning with the National Credit Framework (NCrF).

#### 6.4 Startup and Entrepreneurship Promotion (SEED)

- MNR Innovation & Incubation Centre (MIIC) as a Tier-2 incubator under AIM.
- Bootcamps, hackathons, ideathons, pitch events; women-led startup cohorts.
- Linkages with MSME, DST, DBT, AICTE IDEA Labs, Atal Incubation Centers, T-Hub, and global accelerators (Y Combinator, Techstars models).
- Seed grants (up to ₹5 lakhs), prototype development, mentorship (1:1 for top ventures).
- Family business scaling: Diagnostics, digital transformation advisory, succession planning.
- **Exhaustive Entrepreneurial Ecosystem Support:**
  - **Idea Generation & Validation:** Exposure to Idea Hackathons (quarterly events with cash prizes/mentorship; themes like SDG-aligned innovations); Ideation Workshops (using Lean Startup Canvas, problem-solution fit exercises).
  - **Pitching Preparation:** Idea Pitching Sessions (mock pitches with investor feedback; training on storytelling, slide decks via tools like Canva/PitchDeck); Demo Days (annual events connecting to 100+ VCs/angels).
  - **Mentoring & Guidance:** Dedicated 1:1/group mentoring (faculty/alumni/experts; 50+ mentors covering domain, legal, marketing); Themed Cohorts (e.g., AgriTech, HealthTech, Women Entrepreneurs).
  - **Funding Access:** Mentoring for Seed Funding applications (university CDF grants, national schemes like BIRAC-BIG/Startup India Seed Fund up to ₹50 lakhs, international bodies like Fulbright Innovation Grants/EU Horizon; crowdfunding platforms like Kickstarter/Milaap; angel networks via Indian Angel Network).
  - **Outreach Activities:** Campus-wide Entrepreneurship Weeks (guest speakers from unicorns like Flipkart/Zomato); Global Outreach (virtual pitch fests with Silicon Valley accelerators).
  - **Product Development:** Prototype Building Labs (access to makerspaces, 3D printing, AI prototyping tools); MVP (Minimum Viable Product) Development Bootcamps (agile methodologies, user testing with beta cohorts).
  - **Go-to-Market (GTM) Strategy:** GTM Workshops (market entry plans, customer acquisition via digital marketing/SEO); Pilot Testing Support (field trials with industry partners).
  - **Business & Operations Management:** Courses on Lean Startup Principles, Agile/Scrum, Supply Chain Optimization, HR for Startups (team building, remote work policies).

- **Finance Management:** Financial Modeling Sessions (Excel-based projections, valuation via DCF); Funding Pitch Decks; Access to Free Tools (QuickBooks for accounting, Wave for invoicing).
- **Statutory & Legal Guidelines:** Comprehensive Compliance Training (company registration via MCA, GST/MSME filings, IPR filing with IP India, labor laws under Shops Act, data privacy per DPDP Act 2023); Legal Clinics (pro bono advice from partnered law firms); Tax Planning Workshops (deductions under Startup India, ESOP structures).
- **Additional Exhaustive Elements:** Sustainability Integration (ESG compliance for green startups); Exit Strategy Guidance (acquisition/M&A prep); Failure Recovery Programs (pivot workshops post-pilot failures); Global Scaling Support (export readiness via APEDA/ITC linkages); Metrics Tracking (KPIs like CAC/LTV via analytics dashboards).

## 6.5 Global and National Collaborations

- MoUs for international career pathways (e.g., dual degrees with QS Top 500 universities).
- Twinning, credit transfer, and semester-abroad programs; virtual exchanges for accessibility.
- Participation in UN SDGs challenges, NASA/ESA/ISRO outreach, and global hackathons.
- Sustainability focus: Green internships and ESG-compliant placements.

## 6.6 Alumni and Employer Engagement

- Alumni–Industry–University Network (AIUN): Digital platform for lifelong mentoring.
- Annual Career Conclave, Recruiter Recognition Awards, and alumni success stories.
- Employer feedback loops for curriculum enhancement; NPS surveys post-placement.

## 6.7 Equity, Diversity, and Inclusion (EDI) Integration

- Targeted interventions: Women in STEM/leadership tracks; PwD accessibility audits; first-generation learner scholarships.
- Bias training for staff/recruiters; diverse panel interviews.

## 6.8 Digital and Sustainability Integration

- AI-powered career portal for personalized recommendations; blockchain for credential verification.

- Green career pathways: Sustainability certifications (LEED, GRI); eco-entrepreneurship tracks.

## 6.9 Tracking and Monitoring Student Career Progress

The CDC employs a centralized digital platform for real-time tracking of student performance across STEM, STEP, and SEED pathways. This ensures personalized attention through data-driven interventions, progress dashboards, and stakeholder access (students, mentors, parents/guardians via consent, faculty, and CDC staff). Key features include:

- **Individualized Progress Tracking:** Semester-wise rubrics (Section 7.5) mapped to student IDPs; automated alerts for milestones, gaps, or risks (e.g., low engagement triggers mentor outreach).
- **Stakeholder Dashboards:** Role-based access—students view self-progress; mentors track cohorts; parents monitor consented metrics (e.g., internship completion); employers access anonymized aggregate data for recruitment insights.
- **Analytics and Reporting:** Predictive AI for career fit; integration with university LMS (e.g., Moodle) for seamless data flow; annual audits for data privacy (IT Act 2023 compliance).

## 6.10 Public Sector Opportunities

- **Civil Services Preparation (UPSC & State PCS):** Integrated coaching modules aligned with best practices from DU/JNU/IITs (e.g., foundation building in GS papers, balanced schedules for college integration); mock prelims/mains (weekly); essay/answer writing workshops; current affairs capsules (The Hindu/PIB analysis); interview grooming (personality tests with retired IAS officers); success target: 5% qualifiers annually. State PCS focus (e.g., TSPSC/APPSC) with regional language support.
- **Public Sector & Banking Exams:** Training for IBPS PO/Clerk, SBI PO/Clerk, RBI Grade B, SSC CGL (per IIBF guidelines); quantitative aptitude/reasoning modules; banking awareness sessions; mock GDs/PI; linkages with NAPS for PSU apprenticeships (ONGC, BHEL); financial literacy for BFSI roles. EDI quotas for reserved categories; free access for economically weaker sections.

## 6.11 University-Industry Linkage Mechanisms (per UGC Guidelines)

- **Creation of R&D Clusters:** MNR University will participate in state-level R&D clusters led by a Central/State Government institute. The CDC (via Head-STEP/STEM) will coordinate with MSME/Ministry of Heavy Industries (MHI)/State Dept. of Industries to address regional technological needs.

- **Industry Relations Cell (IRC) and University Relations Cell (URC):** Every school/department will establish an IRC for collaborations; partner industries (including MSMEs) will be encouraged to create URCs.
- **Regional R&D Advisory Committee (RAC):** The CDC Director will nominate representatives to the RAC (chaired by the cluster head institute). Constitution: CDC Director/Head as Chairperson for MNR-led sub-clusters; include Directors/VCs of constituent universities, industry leaders (MSMEs/PSUs), and state govt. officials. RAC will advise on R&D growth, focusing on societal relevance, faculty/student engagement from UG level, and skill development via internships/apprenticeships.

### **6.12 Apprenticeship Embedded Degree Programme (AEDP) Compliance (per UGC AEDP 2025)**

- **Program Integration:** AEDP will be embedded in all UG programs as an integrated component, enabling students to pursue apprenticeship training compliant with UGC Act 1956 and Apprenticeship Rules 2019. Academic sessions align with January-February or July-August cycles.
- **Engagement Quotas:** Partner establishments (4+ workers eligible; mandatory for 30+ workers) must engage apprentices at 2.5-15% of total strength, combining BTC and OJT.
- **Curriculum Embedding:** Minimum 20% credits via AEDP; monitored via Nodal Officer for compliance, including vertical/horizontal mobility between academic/vocational streams (NEP 2020).
- **Holistic Alignment:** Bridges education-employability gap by embedding industry competencies; supports SDG-aligned experiential learning.

### **6.13 Internship and Research Internship Framework (per UGC Guidelines 2023)**

- **Internship Categories:** (i) Enhancing Employability (work-based with external entities for professional activity); (ii) Developing Research Aptitude (induction into actual research situations with labs/organizations).
- **Structure and Duration:** Slots in curriculum: Sem 3-4 (exploratory, 4-6 weeks); Sem 5-6 (application, 8-12 weeks); Sem 7-8 (advanced, 3-6 months). Total: Up to 20% credits.
- **Competencies for Research Internships:** Innovativeness, critical thinking, ethical research, data analysis, publication readiness; evaluated via project presentation and viva-voce.

- **Roles:**
  - **Internship Providing Organisation:** Provide supervised work environment, resources, and evaluation feedback.
  - **Nodal Officer (CDC Head-STEP):** Overall coordination, compliance, mechanism oversight.
  - **Internship Supervisor (Industry):** On-site guidance, daily/weekly logs, performance assessment.
  - **Mentor (Faculty):** Academic linkage, reflective journaling, post-internship debrief.
- **Mechanism:** Platforms like Internshala integrated; 88% student preference for internships noted; monitored for employability gains (target: 46%+ per ISR 2022).
- **Evaluation:** 50% industry feedback + 50% university (rubric: skills attained, outcomes); miscellaneous: Insurance, stipends, grievance redressal.

## 7. Eligibility and Readiness Framework

To ensure equitable and effective access, all students must meet universal preconditions and pathway-specific criteria. The CDC administers a 100-point Readiness Scorecard (Annexure C) for shortlisting.

### 7.1 Universal Eligibility & Preconditions

1. **Enrolment Status:** Current students (all years) or alumni within 5 years (extendable for research tracks).
2. **Academic Standing:** Minimum CGPA: 5.0/10 for exploratory services; 6.0/10 for placements; 7.0/10 for elite opportunities (programme-specific equivalents; holistic review for EDI cases).
3. **Attendance/Course Completion:**  $\geq 60\%$  credits for internships; no unresolved misconduct.
4. **Documentation:** Student ID, transcripts, govt. ID, CV, photo, address proof.
5. **Parental/Guardian Consent:** Signed form (Annexure O) for placements, international travel, startups (mandatory for <18 years; e-consent with verification).
6. **Mandatory Orientation:** CDC module completion (2 hours; covers ethics, data privacy).
7. **EDI Provisions:** Waivers/accommodations for underrepresented groups; no barriers for exploratory counselling.

## 7.2 Pathway-Specific Eligibility

Pathway	Key Criteria	Documents	Restrictions/Options
<b>STEP (Placements/ Internships/ Apprenticeships/ Practice Schools/ Public Sector)</b>	GPA $\geq$ 6.0; employability module completion; background check consent; availability declaration; AEDP credit alignment.	Resume, transcripts, learning agreement.	Prioritize final-year for full-time; relocation opt-in; remote/hybrid options; mandatory for PS-I/II; exam-specific prep for UPSC/banking; 2.5-15% establishment quota.
<b>STEM (Higher Ed/Research)</b>	GPA $\geq$ 6.5-7.5; exam prep evidence; faculty recommendation; research aptitude category fit.	SOP, research proposal, LORs.	Funding plan required; bridging courses for gaps; national (GATE/NET) vs. international (GRE/IELTS) tracks; language proficiency for abroad; viva-voce for research internships.
<b>SEED (Startups/ Incubation)</b>	$\geq$ 51% student involvement; idea/prototype stage; IP declaration.	Business plan, MOU consent.	Tiers (ideation/validation/acceleration); family business opt-in; no GPA for ideation; statutory compliance check.
<b>Family Business Scaling</b>	Proof of family ownership; 6-12 month commitment.	Financial statements, succession letter.	NDA required; student-led projects eligible for credits.

## 7.3 Assessments and Readiness Checks

- **Psychological/Career-Fit:** Mandatory psychometrics (aptitude, resilience); counsellor clearance for high-stress paths.
- **Mental Health:** Screening via validated tools; ongoing access (partner with university counselling center).
- **Academic/Financial/Aspirational:** Transcript review; financial capability form; aspirations interview (family alignment for conservative backgrounds).
- **Legal/Immigration:** Passport/visa checks for international; criminal history declaration.

### 7.4 Assessment Rubric & Scoring (100 Points)

Category	Points	Metrics
Academic Fit	20	CGPA, coursework, projects.
Skill Fit	20	Tests, certifications (incl. soft/life/technical).
Psychometric/Motivation	15	Aptitude, alignment.
Financial Readiness	10	Funding plan.
Family/EDI Alignment	10	Consent, support.
Legal/Compliance	5	Documents.
Experience/Traction	10	Internships, MVPs.
Wellbeing/Resilience	10	Screening scores.
<b>Thresholds:</b> Placements $\geq 60$ ; Research $\geq 70$ ; Incubation $\geq 65$ (EDI adjustments).		

### 7.5 Semester-Wise Progression Rubrics

Rubrics provide a structured, personalized framework for tracking development across an 8-semester UG program (adaptable for PG/PhD). Each includes milestones, activities, assessment metrics (scored 1-5; target  $\geq 4$ ), and interventions for gaps. Tracked via CDC software; quarterly reviews with mentors for 1:1 adjustments. Expanded to incorporate public sector, skills, higher end, and startup elements.

#### STEM Progression Rubric (Research & Higher Education Focus)

Semester	Key Milestones/Activities	Assessment Metrics	Personalized Interventions
<b>1-2 (Foundation)</b>	Basic research orientation; intro to tools (e.g., LaTeX, PubMed); aptitude assessment; elective in research methods; foreign language basics (e.g., Duolingo German).	Engagement in workshops (attendance); initial psychometric score.	Gap in basics: Remedial modules; EDI bridging for underrepresented.
<b>3-4 (Exploration)</b>	Mini-project under faculty; literature review training; GATE/GRE/CAT awareness;	Project report quality; self-reflection journal.	Low motivation: Career counselling; peer study groups.

Semester	Key Milestones/Activities	Assessment Metrics	Personalized Interventions
	micro-credential intro (e.g., Coursera Data Science).		
<b>5-6 (Application)</b>	Research internship (4-6 weeks); competitive exam prep (mock tests); conference poster submission; twinning program application; study tour participation.	Internship feedback; exam percentile ( $\geq 50$ th).	Skill gaps: Targeted tutoring; scholarship hunt support.
<b>7-8 (Advanced)</b>	Full research thesis; publication/patent filing; international fellowship application (e.g., DAAD); dual degree enrolment; foreign education fair attendance.	Publication status; LOR strength; funding secured.	High-stress: Mental health check-ins; mock viva.

**STEP Progression Rubric (Placements & Employability Focus)**

Semester	Key Milestones/Activities	Assessment Metrics	Personalized Interventions
<b>1-2 (Foundation)</b>	Soft/life skills workshops (communication, financial literacy); resume building; LinkedIn profile setup; basic employability module; UPSC current affairs intro.	Workshop completion rate; profile completeness score.	Shy communicators: Toastmasters club referral.
<b>3-4 (Exploration)</b>	Internship I (4 weeks); aptitude test practice (incl. banking quant); industry visit; technical skills cert (e.g., Python basics).	Internship logbook; test scores ( $\geq 70\%$ ).	Remote preference: Virtual internship matching.
<b>5-6 (Application)</b>	Practice School I (3 months); apprenticeship trial; mock interviews; certification (e.g., Google Analytics); State PCS mock prelims.	Employer evaluation; certification pass rate.	Relocation fears: Pre-departure counselling; family sessions.
<b>7-8 (Advanced)</b>	Practice School II/Apprenticeship (6 months); full-time placement drive; salary negotiation workshop; banking exam mocks (IBPS/SBI); PSU interview prep.	Placement offer rate; median salary benchmark.	Unplaced: Alumni shadowing; upskilling bootcamps.

**SEED Progression Rubric (Startups & Entrepreneurship Focus)**

Semester	Key Milestones/Activities	Assessment Metrics	Personalized Interventions
<b>1-2 (Foundation)</b>	Ideation workshops; entrepreneurship orientation; team-building exercises; statutory basics (IPR intro).	Idea journal entries; workshop participation.	Introvert founders: Networking icebreakers.
<b>3-4 (Exploration)</b>	Business model canvas; hackathon participation; IP basics training; finance literacy (budgeting tools).	Canvas validation; event pitch score.	Idea stagnation: Mentor brainstorming sessions.
<b>5-6 (Application)</b>	Prototype development; validation tier entry; seed grant application; MVP user testing; GTM planning workshop.	MVP demo; customer feedback (≥80% positive).	Funding hurdles: Grant writing clinics; women-led cohorts.
<b>7-8 (Advanced)</b>	Acceleration tier; pitch to investors; incubation MOU; family business scaling project; compliance audit (GST/tax); outreach event hosting.	Funding raised; revenue traction metrics.	Failure recovery: Resilience workshops; pivot advisory.

**8. Governance and Implementation**

- **Chairperson:** Vice Chancellor/Dean–Career Development.
- **Director, CDC:** Overall leadership; reports to BoM.
- **Divisional Heads:** Implementation and quarterly reporting.
- **Career Coordinators:** One per school; Student Ambassadors (1/department).
- **CDC Actions:** Intake assessments; personalized roadmaps (6-12 months); training enrolment; linkage facilitation; wellbeing support; KPI tracking via rubrics/software.
- **Bi-Annual Reports:** Placement %, higher ed %, startups %, global exposure %, research outputs; EDI metrics; rubric adherence rates; AEDP/Internship compliance audits.

**9. University Infrastructure & Resources**

**9.1 Physical**

- CDC Suite: Counselling rooms, training halls, incubation space, VR labs.
- Domain Facilities: Engineering/biotech/AI labs, makerspace, auditorium with AV.

## 9.2 Digital

- Career Portal: Job listings, assessments, blockchain credentials; integrated tracking software.
- Tools: Proctoring software, MOOCs access, test-prep library.

## 9.3 Human

- Staff: Director (1), Heads (3), Officers/Counselors (10+), Psychologists (2), Legal/IP Advisors (1 each).
- Mentors: Faculty/alumni pool (50+).

## 9.4 Incubation/Sustainability

- MIIC: Co-working, seed fund (₹50 lakhs annual), investor events.
- Green Resources: ESG toolkits, sustainability labs.

## 10. Charges & Fee Structure

Transparent, BoM-approved; annual publication. Subsidies for EDI/low-income.

Category	Fee Range (₹)	Notes
Registration	500–2,000 (one-time)	Premium services.
Placement Facilitation	Free (employer-paid); 2,000–5,000 opt-in private.	Refunds per policy.
Training/Certification	Variable (subsidized)	Partner-dependent.
Incubation	Tiered (0–10,000/month)	Equity optional (0-5%).
Admin (Visa/Docs)	500–1,000	Waivers available.
Software Access	Included in registration	Upgrades optional.
Public Sector Coaching	Free/subsidized (₹1,000-3,000)	Mock tests included.

*Refund Policy:* 100% within 7 days; pro-rated thereafter; hardship waivers.

## 11. Placement Options: Public vs. Private

- **Public:** On-campus/MoU drives; free, transparent.
- **Private:** Opt-in referrals; consent form; disclose fees/conflicts.
- **Hybrid:** CDC prep + student-led; grievance support.

## 12. Higher Education/Research Pathways

- **National:** GATE/NET prep; fellowship linkages (INSPIRE, SERB).
- **International:** Test workshops; application support (essays, scholarships); pre-departure orientations.
- **Research:** Internships, grants, ethics training; EDI-focused funding.

## 13. Startups/Incubation Terms

- **Tiers:** Ideation (workshops); Validation (grants); Acceleration (investors).
- **Criteria:** Team, market fit, IP; >20 hrs/week commitment.
- **MOU:** Milestones, equity (optional), exit clauses.
- **Funding:** Seed grants, scheme linkages.

## 14. Family Business Scaling

- **Intake:** SWOT diagnostics, financial review.
- **Services:** Advisory, workshops, funding facilitation; NDA-protected.

## 15. Monitoring, Evaluation, and Review

- **Annual Review:** By Academic Council; NAAC/NIRF-aligned; includes software efficacy audits.
- **KPIs:** Placement % (>95%), salary medians, startup funding (₹1 Cr+ annual), EDI participation (100%), rubric completion rates (≥90%).
- **Frameworks:** TRL/CRL/SRL/PRL; data analytics for trends.
- **Grievance Redressal:** 48-hour resolution; anonymous portal.

## 16. Recognition and Incentives

- **Awards:** Career Excellence for students/mentors/recruiters.
- **Credits:** Internships/research/startups as transcript notations.
- **Honorariums:** For mentors; travel grants.

## 17. Ethical and Legal Compliance

- **Adherence:** UGC/AICTE/MoE, Labour Laws, IPR Policy, IT Data Protection Act 2023; Apprenticeship Rules 2019.
- **Ethics:** Bias-free AI, publication integrity, NDAs.
- **Special Provisions:** PwD accommodations; international student visa support; underage legal safeguards.

## 18. Funding and Resource Mobilization

- Sources: University grants (40%), industry/CSR (30%), alumni (15%), schemes (AIM/DST/MSME: 15%).
- **Career Development Fund (CDF):** ₹2 Cr annual for training/innovation/software licenses.

## 19. Reporting, Record-Keeping & Transparency

- Digital records: Profiles, consents, KPIs, rubric data.
- Publish: Annual reports; employer NPS.
- Edge Cases: Disabilities (accommodations); international students (insurance); ethics training.

## 20. Review and Amendments

Reviewed every 3 years or per regulatory changes by CDC Advisory Board; approved by BoM.

*This policy positions MNR University at par with global leaders through data-driven, inclusive, and innovative approaches.*

### Annexures

- A: CDC Organizational Chart (visual hierarchy).
- B: Annual Action Plan Template (Gantt chart with KPIs).
- C: Student Career Profile & Readiness Matrix (scorecard template).
- D: Mentor–Mentee Interaction Log Format (digital/Excel).
- E: Startup Evaluation and Support Format (rubric/MOU).
- F: Eligibility Checklist (per pathway).
- G: Psychometric & Consent Forms.
- H: Fee Schedule Table.
- I: Pre-Departure Checklist.
- J: Employer/Alumni MoU Templates.
- K: Family Business Diagnostic Form.
- L: Grievance Redressal Protocol.
- M: EDI Intervention Tracker.
- N: Sustainability/Green Career Module Outline.
- O: Comprehensive Consent Templates.
- P: Semester-Wise Rubric Tracking Template (Excel/Dashboard Integration).
- Q: Software Implementation Guide (Vendor Comparison Matrix).
- R: Public Sector Prep Module Outline (UPSC/Banking).
- S: Higher Ed Exposure Toolkit (Fairs/Twinning Guides).