

SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION AND RESEARCH

**A Deemed to be University
Tamaka, Kolar, Karnataka.**

**Declared under Section 3 of the UGC Act, 1956
vide MHRD, Government of India Notification
No.F-9-36/2006-U.3 (A) dated 25th May 2007**



Registrar

Registrar
Sri Devaraj Urs Academy of Higher
Education and Research
Tamaka, Kolar - 563 103.

POLICY ON CAREER COUNSELING AND PLACEMENT CELL



SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH

A DEEMED TO BE UNIVERSITY, (DECLARED UNDER SECTION 3 OF THE UGC ACT, 1956)

TAMAKA, KOLAR 563101, KARNATAKA, INDIA

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| Name of the Policy/ Guidelines | Career Counseling and Placement Cell | |
| Short Description | This policy provides knowledge and guidance for career counseling and promotes industry Academic linkage. | |
| Scope | This policy shall apply to the administrators and Teaching Employees of The Academy. | |
| Policy status | <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised | |
| Date of approval of Version 1 | | |
| Policy No. | SDUAHER/KLR/POLICY/033 | |
| Brief description of last revision | Not Applicable | |
| Date of approval of current revision | Not Applicable | |
| Effective date | 25 th Nov 2021 | |
| Approval Authority | Board of Management | |
| Responsible officer | Vice Chancellor | |
| Name of the Policy/ Guidelines | Career Counseling and Placement Cell | |
| Details of Revision | Date of Revision | Approved by |
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POLICY ON CAREER COUNSELLING AND PLACEMENT CELL

1. Introduction

UGC in the XI plan indicated establishment of Career and Counselling Cell in Universities keeping in view of the large demand for the skilled manpower in India and larger across the globe. The idea of establishing dedicated Career Counselling and Placement cell at Sri Devaraj Urs Academy of Higher Education and Research (a Deemed to be University) as a quality initiative is the brainchild of Honorable Vice Chancellor. The cell is to provide knowledge and quality skill based training in the various domains of Health and Allied Health and Basic Sciences programs students. Since, the process of Counselling and skill development guides the students regarding pathways available for career progression and promotes industry-academia linkage. The establishment of Career Counselling and Placement Cell in the campus is in line with the UGC letter No F.No.12-1/2013 NSQF dated 19.12.2013 which has made it a mandate for all the Universities to have a placement cell.

Placement cell plays an important role in facilitating for recruitment opportunities to graduates /postgraduates passing out from the institutions. It operates throughout the year in making a link between health firms, industry establishments and corporate sectors. The chosen recruiting agencies are in line with the Institutional core values. The placement cell organizes career guidance through mock interviews, group discussion, logical reasoning, general awareness, hands on training, skills, attitude and values etc.

YOU DON'T HAVE TO BE GREAT TO START, BUT YOU HAVE TO START TO BE GREAT

2. Vision

Empowering the students with global competencies of a professionally skilled manpower through training - towards bright career opportunities and favorable placements.

3. Mission

- To achieve progressive enhancement and quality placement of students qualifying from SDUAHER
- To empower the students of SDUAHER with the professional skills set by recruiting industries as right job to right person
- To groom the student with inculcating human values so as to become a good human being and responsible citizen contributes to the Nation development
- To provide training to students of SDUAHER to face competitive examinations in the Government/Public sectors to achieve quality career opportunities

4. Goal

Improve Institution – Industry relationship and inculcate entrepreneurship ability among students so as to enhance employability skills to meet health care and /or industry expectations.

5. Objectives

- Career Counselling and Placement Cell has to support the students in the development of soft skills and communication ability to face the challenges of competitive tests and add-on or vocational courses mimicking on-job-training.
- As a purveyor of healthy inter and intra personal relations, it has to inculcate social values and ability to think independently for carrying out social responsibilities.
- The career counselling and placement cell in the Academy has to be a resource Centre of information, guidance and Counselling with free accessibility and internet based global connectivity and exchange of information on professional placements.

6. Functions

a) To gather information on job avenues and placements opportunity in different institutions /industry / health sectors related to the programme domain offered in the University.

b) To analyze students information in the local, regional and National context to explore its relevance and utility for their placements and on job-training/internship.

c) To organize seminars/workshops for informing students about the emerging professional trends and events, job profiles, leadership roles, entrepreneurship, market needs risks and implementation of National socio-economic policies and to impart training in soft skills.

d) To promote discipline, healthy outlook and positive attitude towards National integration and removal of narrow provincial preferences and prejudices.

7. Nature and level of assistance from the Academy

1. Adequate infrastructure (Placement officer room, Placement Co-ordinator room, Area for students interactions/activities/counselling)
2. Computer with internet for the entire period of the year, laser printer, photocopier FAX Scanner. White board LCD projector, laptop etc.
3. Royalty to counselor, resource person's honorarium, redeems material, contingency etc.

8. Monitoring the progress of career advancement and placement cell

At the end of each academic year, the Co-ordinator of placement cell shall prepare annual/appraisal report of placement activities under the supervision of placement officer, which is duly signed by the Dean of the Faculty of studies before submission to the Director of IQAC

9. Placement cell Committee

The committee constituted for the purpose as here under

1. Dean FAHBS Chairman of the committee
2. Vice principal SDUMC Vice chairman

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| 3. Manager HRM&A | Placement Officer (member secretary) |
| 4. Director student welfare | Member |
| 5. Students counselor | Member |
| 6. State NSDC official | Invitee |
| 7. SDUAHER-Alumni Association secretary | Invitee |
| 8. Any Faculty | Placement Co-ordinator |

Note: Representative from National skill Development Corporation (NSDC) of the district/state helps to find several pathways to the students to build a career

10. Standard Operating Procedure

This Standard Operating Procedure represents the various procedures to be followed regarding the selection process of placement cell in linkage with industries. This is in alignment with the UGC guidelines. It would help in maintaining the Academic standards of SDUAHER by identifying the eligible candidates out of many who apply for selections.

- Students should register themselves for placement assistance with Placement co-ordinator in the beginning of the 6th semester (3 years Programs) and in 8th semester (4 years Programs). Whereas, students from intermediate semesters should register with placement co-ordinator for Pre –placement training
- Pre-placement training involves writing curricular vitae, communication skills, Group discussion, Model interview, Foreign Language skills, Logical Reasoning, leadership quality, hands on training, General behavior and attitude, work culture, work place based Hazards, Basic Law and ethics, industry-internship Programme, preparing for Public service examinations etc.
- Placement coordinator collects all the student data, collates, and submits to the Placement officer.

- Assessment test will be conducted for all the final semester students who have registered for skill assessment in the domain.
- Based on the assessment results, training will be organized for the students registered. It is mandatory for all the students to undergo training if they want to appear for the placement selection process by recruiting agencies having MoU with the Institution
- Based on the requirement of the recruiting agencies/firms/corporate sectors/health sectors, the student data base after obtaining willingness from the students (by willingness certificate) will be shared with the industry/recruiting Health care industry.
- Campus recruitment date will be finalized on mutual convenient days
- Students will be informed about the company visit 3-5 days earlier/in advance
- Results will be announced at the end of the recruiting process
- Once the student receives an offer letter by mail, they have been asked to submit the same to placement Co-ordinator
- Those students selected for internship will submit the internship request form along with internship offer letter received by the company
- Maintain the data base of the companies who are having an MoU with the Institution
- Placement cell will maintain a recent e-copy of the brochure that contains all the program details
- Eligibility criteria for participation in the selection process are completion of all the previous semesters, however, the pass percentage in the tests conducted by the selection team solely based on the company policy.
- In unavoidable case, where a student comes across parallel recruitment procedures of two more companies, student can choose the option as per his/her convenience.
- Any student rejects the offer should furnish correct acceptable reason for rejection.
- Students should follow a formal dress code in an acceptable manner during the placement process.

- All the students will be given equal opportunities, where a student cannot terminate selection process in the mid- way.
- Placement cell will not personally recommend any student to company HR.
- Students are expected to maintain decorum in all interactions with the company official.
- Students are not allowed to use mobile phone during interactions unless otherwise asked to use.
- Misbehaving of trainee in any manner with the trainer is liable to be debarred from the placement session.

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