



Policies & Procedures Manual

Sir Syed University of Engineering & Technology

Title of Policy: Policy for Centre for Guidance, Career Planning and Placement	
Revision Date (if any): NIL	
Policy Area: Academics	Policy Number: SSUET/P/Acad/001-V1
Approved by (Statutory Body/ Competent Authority): A.C.-48.14, BOG-60.3	
Approval Date: 25-01-2020	Effective Date: 12-02-2020
Date of Issue: 12-02-2020	
Total Pages: 09	

Policy Statement

It is the policy of SSUET to establish a quality management system that meets the quality standards expected by our stakeholders. To achieve this, SSUET management is committed to continuous improvement in all areas of activities.

	Name	Designation	Date
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POLICY FOR CENTRE FOR GUIDANCE, CAREER PLANNING AND PLACEMENT

1. Preamble

Career Planning and Placement Bureau was established and was operational at SSUET in accordance with the SSUET Code Chapter VII / Item No. 3 since long. The bureau made concerted efforts in providing internships and jobs to University students and arranged job training in reputed organizations. The scope of activities of the bureau was extended in 2016 and “Counseling” and “Youth Development” were made part of its activities. The bureau was renamed as “Guidance Centre”. However, this change was not presented in any statutory body for formal approval. Experience has shown that the name “Guidance Centre” does not reflect the vast scope of activities undertaken by the Centre. It is therefore proposed that the name of Center is modified as “Centre for Guidance, Career Planning and Placement” reflecting the objectives and functions of the Centre.

2. Introduction

This document provides the salient features of the Centre. The Centre endeavors to provide guidance to students in all areas of their life and activities. Professional Counselling is specifically provided to the students in planning of their professional career. The Centre also utilizes its experience and resources in helping the students in job/internship placements. Moreover, a close liaison is maintained with alumni, industry and employers of SSUET graduates by the Center. The Vision & Mission statements of the Centre, along with its functions & objectives, are presented in this policy document.

3. Vision of Centre

In line with the vision of Sir Syed Ahmed Khan and core values, the Centre aims to become a nucleus for providing guidance, career counseling and placement for the SSUET students. The Center also strives to safeguard the psycho-emotional needs of youth and to assist them in their developmental growth with a focus on Creativity, Innovation, Ethics, and entrepreneurship so that they may become well-adjusted individuals of society.

4. Mission Statement

The mission of the Centre is to provide a comprehensive guidance, assistance in planning professional careers and in helping the students in their successful placement in industry and market. This will be done by arranging interaction of the students with professional experts, alumni, industrialists, entrepreneurs and trainers.

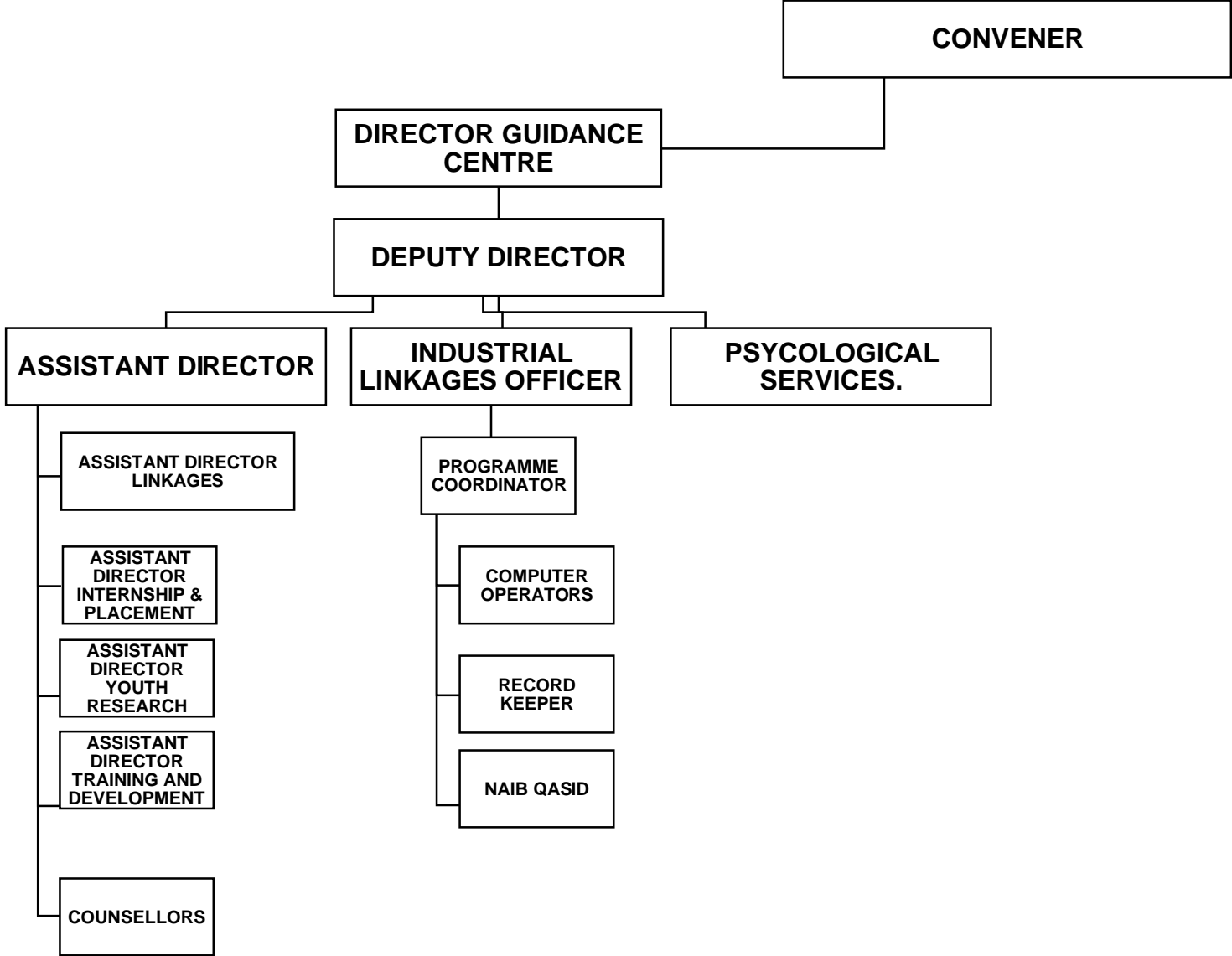
5. Functions & Objectives

Function	Objectives
Career Counseling (Details attached at Annexure "A")	<ul style="list-style-type: none">• To assist students to identify and recognize their interest, values, abilities, capacities, skills and positive personality traits and to match these with their chosen careers.
Psychological Services	<ul style="list-style-type: none">• To provides services that will aim at assisting students to maximize their overall growth, academic and personal-social problems, and challenges for all round development.
Research on youth development	<ul style="list-style-type: none">• To conduct surveys and research studies that would provide key insights in the planning and development of new programs/initiatives.• To promote social development activities through conducting seminars, conferences, debates and round table dialogues with relevant departments• To organize students/parents and communities' forum and dialogue with them. To become a model for Students Guidance and Counseling Centre for other Centers to emulate.
Industrial Linkages / Internships (Details attached at Annexure "B")	<ul style="list-style-type: none">• To promote and develop programmes which will enhance Student's employment ability.• To conduct education and training through industries.• To organize seminars/workshops for University Industry relationships through CEP.

	<ul style="list-style-type: none"> • To link University academic staff to industry for collaborative research and consultancy work. • Establish partnerships with community based projects and organizations • To arrange Internship for students
Industrial Visits (Details attached at Annexure “C”)	<ul style="list-style-type: none"> • Organize relevant Industrial visits for University-Industry relationships (preferably multidisciplinary)
Job Placement (Details attached at Annexure “D”)	<ul style="list-style-type: none"> • To provide relevant job information and bridging the gap between students and the job market. • To develop relation with industries and create opportunities for undergraduates and graduates. • To arrange on campus Recruitment drives for students
Student Trainings and Developments	<ul style="list-style-type: none"> • To organize training workshops and seminars, conferences and occupational information, study habits, personal-social traits etc. • To equip students with knowledge, values, experiences and prepare them for the world of work or self-employment. • To train students to be effective and skillful through entrepreneurship training. • To promote and develop Programmes which will enhance Student’s employment ability
ALUMNI Linkages	<ul style="list-style-type: none"> • To maintain Alumni record and utilize them as a resource to University • To arrange Alumni Seminars
Forum, Clubs and Societies.	<ul style="list-style-type: none"> • To establish/supervise student council/board. To develop capacity building through co-curricular and extracurricular activities. • To select and finalize nominations for students related activities

Academic Linkages (with other universities)	To promote collaboration and partnership with other Institutions of higher learning and other relevant organizations
Mental and Physical Fitness.	To initiate different fitness Programmes for students as well as for employees to keep them healthy.

6. STRUCTURE



Annexure “A”

1. Career Counseling

Counseling is a method that helps person to use a problem solving process to recognize and manage stress and that facilitates interpersonal relationship among clients, family, and other involved entities. It involves a number of sessions that includes talking, listening, discussing the problem at hand and sharing relevant information that could help the person understand the problem and make his or her own decision or course of action. Mainly two types of counseling will be provided

- **Educational Counseling**

The educational counseling aims at assisting the students to proceed with his studies smoothly and set special programs that help develop their talents and capabilities.

- **Social and Ethical Counseling**

Social and Ethical Counseling aims at finding the suitable environment which enables the trainee to acquire skills and expertise in order to interact with others.

2. Counseling Timings

The counselors from different faculties will remain available from on weekdays from 8:30 am to 5 pm

The counselors have an open door policy, and an individual can walk in anytime between the hours of 8:30 and 5 pm. However, it is preferable to book an appointment through given phone no. email address or web portal so that interested person would not have to wait or come again in case the counselor is in session with another student.

3. Location

Guidance Centre Room FG-04

Annexure “B”

1. Internship Criterion and Procedure

Internships for academic credit add a significant workplace experience to a student's education. Students gain valuable "on the job" work experience related to a chosen field. In addition, Internships permit students to interact with professionals in the fields of work in which they may have their careers at one day.

As per University policy, students are advised to do the internship during the summer breaks. The University facilitate the process of getting the internship opportunities in some domestic companies. However, the number of such available companies is limited and cannot satisfy the needs of all students from all departments. Therefore, students are advised to fully engage in seeking the appropriate internship opportunity for themselves and also their respective faculties. The University always guide the students for internship so that an individual one finds it easier and faster.

It is preferable Students should complete (4 weeks) in any organization relevant to his discipline. At the end of each internship, students supposed to submit Internship Completion Certificate and report through respective department nominated Internship Coordinator.

2. Requirements for Internship

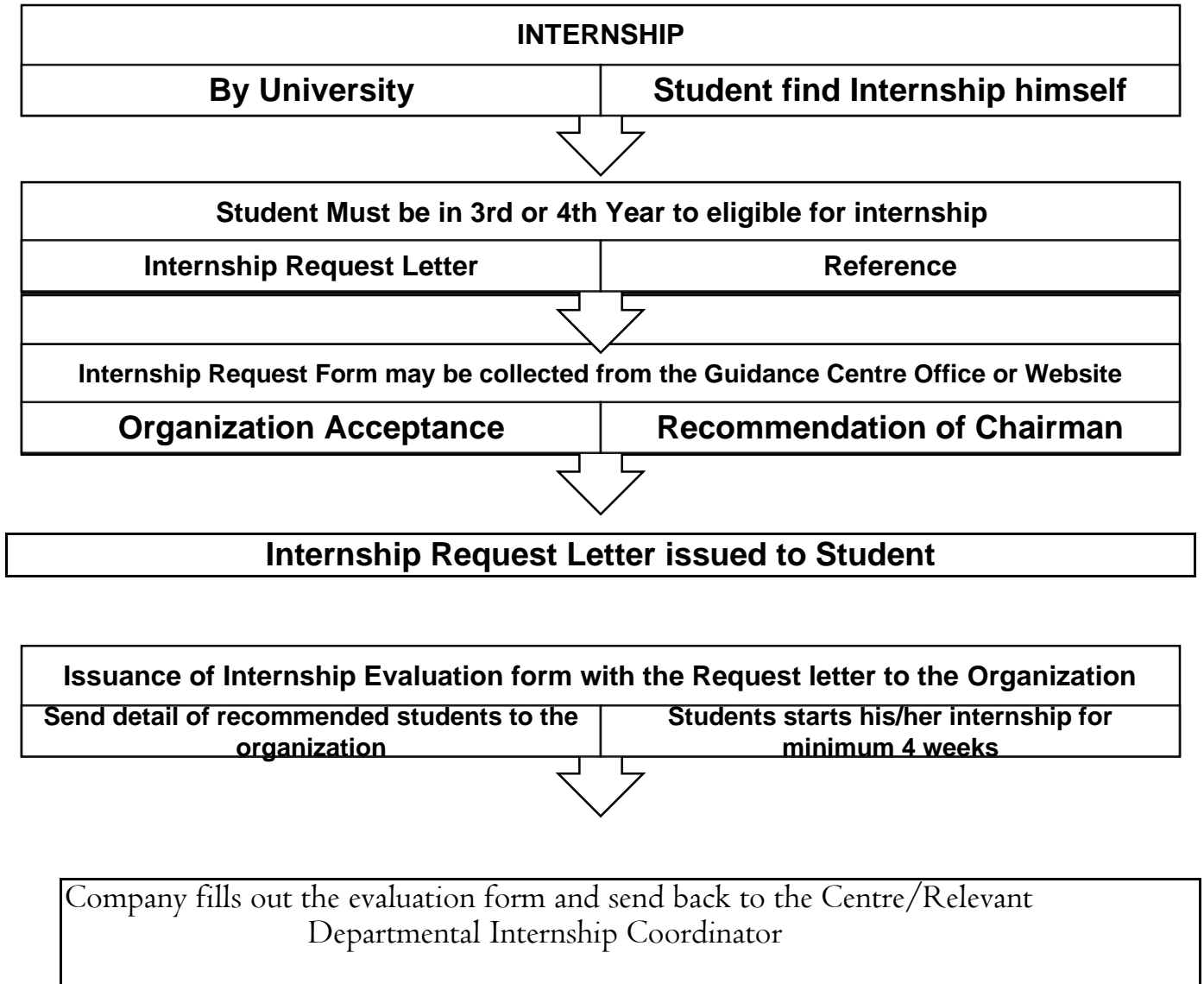
- An applicant should be in 3rd or 4th year of his studies.
- CGPA should be 2.7 or more
- Good attendance Record

3. Internship Outcome

Students are expected to learn about a real business and work environment and get involved as many aspects of professional work. In addition, students are generally expected to: begin to work effectively as part of a team, developing interpersonal, organizational and problem-solving skills within a managed environment, exercising some personal responsibility. Apply theory, techniques and relevant tools to the specification, analysis, design, implementation and testing of a simple engineering product; actively

participate in, reflect on, and begin to take responsibility for, personal learning and development.

4. Internship Flow Chart



Annexure “C”

1. Industrial Visit Procedure

A Study Visit is normally half or one day organized workplace learning activity to a major city or regional location where a group of 10-60 students, accompanied by staff or relevant discipline (s). Study Visits are a compulsory part of studies and designed to demonstrate the diversity of professional practice across the industry. International study visit options are also available to students.

Industrial visits can be arranged at Department level or also by Guidance Center. For both cases collaboration is required. At the end of the visit, students are supposed to submit the report to their department coordinator as well as Guidance Center

2. Mechanism

- Initiation of Industrial Visit by Concerned Department/Guidance Center
- Nomination of Students by concerned department
- Third year or final year students are preferred for visits and all students in a batch of each discipline should be facilitated one by one.

Annexure “D”

Job Placement Procedure

Guidance Center bridges the gap between Academia and Industry through effective linkages. Guidance Center arranges and facilitates campus drives for different organizations to hire and interact with talented graduates.

Following procedure is adapted as placement for students in industry after their graduation

- Guidance Center will maintain database of potential Industries. Industries will be contacted time to time for placement of graduates in relevant industries.
- Guidance Center will advise students for all opportunities in the market and guide them accordingly.
- Guidance Center will design and implement student work programs including resume writing, interview preparation workshops etc.
- Guidance Center will invite employers for on campus recruitment drive and make the necessary arrangements.
- For recruitment through test and/or interview, Guidance Center will facilitate the procedure with the support of department coordinated placement officers
- Controller of Examination will provide the CGPA of graduating students (1-7 semester) in chronological order so that hiring companies may be furnished CVs accordingly on merit basis.
- HR Department or concerned department will arrange to provide all final year students CVs (who will be in their final semester) in a systematic way through their department placement officer.
- In case of direct hiring by companies, relevant brochures and posters will be displayed on relevant department notice boards.
- Guidance Center will maintain all placement by contacting student/company/department nominated placement officer
- Guidance Center will organize Open house/ Job Fair for on spot direct interaction with industry.
- Guidance Center will publish Graduate directory.