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## **STANDARD OPERATING PROCEDURES**



### **PLACEMENT AND CAREER GUIDANCE POLICY SMVMCH**

**VALIDITY: THIS MANUAL IS VALID FOR 5 YEARS**

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## 1. PURPOSE:

Career guidance and placement policy is devised with the focus to promote and create awareness about career advancement and placement options available to graduating students.

## 2. OBJECTIVES:

**2.1** To constitute a dynamic placement cell for the institution

**2.2** To conduct career guidance programs and monitor the employment potentials and organize suitable employment opportunities through placement cell

## 3. PROCEDURE:

### 3.1 MEMBERS:

Creation of career guidance and placement cell with Dean as the chairperson and faculty representations from all levels of designation

### 3.2 COMPOSITION OF CAREER GUIDANCE AND PLACEMENT CELL

Chairperson: Dr. R. N. Kagne

Members: Dr. Deepa Somanath, Assistant Professor

Dr. Sudha, Tutor

Dr. Balakrishna Pai, Assistant Professor

Dr. Praveen R, Assistant Professor

Mr. Sameer Nanda G, Student

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3.2.1 The 4 main task of career guidance and placement cell

3.2.1.1 To organize career related guidance programs

3.2.1.2 To arrange for the placement of the students through campus interviews

3.2.1.3 To inform and involve alumni as part of Career guidance programs and  
Campus interviews

3.2.1.4 To motivate and provide a platform for budding doctors to excel  
nationally and internationally.

### **3.3 WORKING MECHANISM OF CAREER GUIDANCE AND PLACEMENT CELL**

3.3.1 To assist students to develop/clarify their academic and career interests.

3.3.2 To promote and create awareness about career options and conduct various career  
guidance programs

3.3.3 To guide the students for preparation of various competitive exams like NEET

3.3.4 To communicate with potential employers belonging to  
Clinics/Hospitals/Organizations/Institutions regarding Placement

3.3.5 To explore placement opportunities by inviting various organizations for campus  
recruitment

3.3.6 To inform CRRI's about the available job opportunities

3.3.7 Alumni students are informed about campus interviews regarding placement

3.3.8 To have close liaison and establish MoUs with the placement organizations

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	<b>Designation</b>	<b>Signature</b>
<b>Prepared by</b>	<b>Dr. G. Kalaiselvan IQAC Co-ordinator</b>	
<b>Reviewed and approved by</b>	<b>Dr. R. N. Kagne Deputy Director and Dean</b>	
<b>Issued by</b>	<b>Dr. D. Rajagovindan Director</b>	