

# **Job Placement Policy**

**Purpose:** The Job Placement Policy of North East Institute of Social Sciences and Research (NEISSR) outlines the principles and guidelines for facilitating job placement and career development support for students and alumni of our institution. This policy aims to assist individuals in their transition from education to employment, foster strong relationships with employers, and enhance the overall employability of students in various organizations.

## **Job Placement Cell:**

- The institution will establish and maintain a dedicated job placement cell to provide comprehensive career guidance, job search assistance, and professional development support to students and alumni.
- Job placement cell will collaborate with academic departments and various organizations to stay updated on market trends, job opportunities, and employer expectations.

## **Job placement registration:**

- All students eligible for campus placement have to register themselves with the placement and training cell.
- Absenteeism from the selection process after registering for the same may invite strict disciplinary action in addition from debarring the student from participating in the selection process.

## **Job Placement Assistance:**

- The institution will actively seek and develop partnerships with employers, organizations, communities and NGOs to create a diverse and robust job placement network.
- Job placement cell will provide job placement assistance, including resume and cover letter reviews, interview preparation, networking events, and access to job postings and internship opportunities.

## **Career Counseling and Guidance:**

- Job placement cell will offer individual career counselling sessions to students and alumni, providing personalized guidance on career exploration, goal setting, and career decision-making.
- Students will be encouraged to engage in self-assessment activities to identify their strengths, interests, and career aspirations, helping them make informed career choices.

## **Alumni Engagement:**

- The institution will maintain a strong connection with alumni and provide ongoing career support and resources to help them navigate career transitions and advancement opportunities.
- Alumni will be encouraged to participate in networking events, mentorship programs, and industry-specific panels to share their experiences and provide guidance to current students.
- Alumni will engage themselves in connecting the institute to various organizations for job.

#### **Employer Engagement:**

- Job placement cell will actively engage with employers, organizations and alumni to understand workforce needs and skill requirements.
- The institution will organize career fairs, employer information sessions, and recruitment events to facilitate connections between students, alumni, and potential employers.

#### **Professional Development:**

- The institution will offer workshops, seminars, and training programs to enhance students' employability skills, such as resume writing, interview skills, job search strategies, and workplace etiquette.
- Students will be encouraged to participate in internships, cooperative education programs, and other experiential learning opportunities to gain practical work experience and develop the required skills.

#### **Confidentiality and Privacy:**

- Job placement cell will handle student and alumni information with the utmost confidentiality and comply with applicable privacy laws and regulations.
- The institution will seek explicit consent from students and alumni before sharing their personal information with potential employers or external organizations.

#### **Evaluation and Continuous Improvement:**

- The institution will regularly assess the effectiveness of its job placement services through surveys, feedback mechanisms, and tracking employment outcomes.
- Feedback from employers, alumni, and students will be used to improve the quality and relevance of Job placement cell.

#### **Code of conduct:**

- All students should conform that their behaviour is fitting to the highest level of professional conduct ensuring that their actions are of high ethical standard, not in deviation from the standard/code of conduct adopted by the profession. The use of

language and action acceptable to peer and subordinates/supervisors should not deviate from the code of conduct as adopted by the institute. No action should be detrimental to the reputation of the college.

- Any violation shall invite disciplinary action debarring students from participating in placement process.

By implementing this Job Placement Policy, NEISSR aims to support the successful transition of students into the workforce and foster strong relationships with employers. The policy underscores our commitment to providing comprehensive career services, professional development opportunities, and ongoing support to enhance the employability and long-term career success of our students and alumni.