



SIENA COLLEGE OF PROFESSIONAL STUDIES

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)

Edakochi, Kochi-682010, Ph.0484-2972720

www.sienacollege.co.in, Email: sienacollegemail@gmail.com



PLACEMENT CELL POLICY



PLACEMENT CELL POLICY

Introduction

Siena College of Professional Studies, Edakochi, acknowledges the significance of a robust and effective Placement Cell in facilitating the transition of students from the institution to the professional world. This Placement Cell Policy Document outlines the framework and guidelines for the operation and functioning of the Placement Cell.

Objective

The primary objective of the Placement Cell is to provide the necessary support and assistance to students in securing suitable employment opportunities that align with their academic qualifications and career aspirations.

Placement Cell Structure

The Placement Cell shall be headed by a designated Placement Officer, who will be appointed by the College Administration. The Placement Officer will work in conjunction with a team of dedicated faculty members and staff who will serve as coordinators and support staff.

Responsibilities of the Placement Cell

The Placement Cell is responsible for the following:

- a. **Career Guidance:** Providing guidance, counseling, and mentoring to students to help them make informed career choices.
- b. **Employability Enhancement:** Organizing workshops, training programs, and seminars to enhance students' employability skills, including resume building, interview preparation, and soft skills development.
- c. **Industry Engagement:** Establishing and maintaining strong relationships with potential employers, industry associations, and alumni to facilitate placements.
- d. **Internship Coordination:** Facilitating internships for students to gain practical experience in their respective fields of study.
- e. **Placement Assistance:** Assisting students in identifying job opportunities, preparing them for interviews, and facilitating the recruitment process.
- f. **Data Management:** Maintaining accurate records of student profiles, job placements, and alumni data.
- g. **Feedback and Evaluation:** Collecting feedback from both students and employers for continuous improvement.

Placement Process

The Placement Process will consist of the following key steps:

- a. **Registration:** Students seeking placement assistance must register with the Placement Cell.
- b. **Profile Building:** Students are required to prepare a comprehensive resume showcasing their skills and qualifications.

- c. Job Listings: The Placement Cell will circulate job listings, internship opportunities, and other relevant notifications to registered students.
- d. Application and Interview: Students will apply for the positions they are interested in, and the Placement Cell will assist in interview preparation.
- e. Selection and Offer: Students who successfully clear the interview process will receive job offers.
- f. Acceptance and Placement: Students will communicate their acceptance of job offers, and the Placement Cell will facilitate the placement process.

Student and Alumni Engagement

The Placement Cell will engage with students and alumni through the following activities:

- a. Career Counselling: Conducting one-on-one counseling sessions to understand students' career goals.
- b. Workshops and Seminars: Organizing workshops and seminars on career development, industry trends, and skill development.
- c. Alumni Interaction: Encouraging alumni to participate in mentoring programs and share industry insights.

Industry Relations

The Placement Cell will maintain strong relationships with industries through:

- a. Industry Visits: Organizing industry visits to familiarize students with workplace environments.
- b. MoUs and Partnerships: Establishing Memoranda of Understanding (MoUs) and partnerships with companies for internships, placements, and collaborative projects.

Data Protection and Privacy

The Placement Cell will adhere to data protection and privacy regulations while collecting, storing, and sharing student and alumni data.

Evaluation and Continuous Improvement

The Placement Cell will periodically review its operations and performance, seeking feedback from students, employers, and other stakeholders. This feedback will be used to make necessary improvements in the placement process.

Conflict Resolution

The Placement Cell will have a designated mechanism for resolving conflicts or disputes arising during the placement process.

Review and Revision of the Policy

This Placement Cell Policy will be reviewed annually and updated as needed to reflect changes in industry standards and institutional requirements. Any revisions will be communicated to all stakeholders.

Appendices

Any additional documents, guidelines, or procedures related to the functioning of the Placement Cell will be included in the appendices.