



## **CONSTITUTION OF THE FACULTY(S) CAREER PLACEMENT AND INTERNSHIP COMMITTEE(S)**

I. Each faculty of the University shall have a Career Placement and Internship Committee and shall consist of the following:

- a. one of the Head of Departments of Academic Departments of concerned faculty, to be nominated by the concerned Dean of faculty, who shall be the Chairperson of said Committee and shall preside over its meetings;
- b. Chairperson or his/ her nominee of each Academic Department of concerned faculty;
- c. Three nominees of Dean concerned, however, one of them will also be the Secretary of the said Committee.

II. The quorum of the meeting of Faculty(s) Career Placement and Internship Committee shall be one half of the total membership;

III. The Faculty(s) Career Placement and Internship Committee shall meet at least twice in a calendar year.

## **FUNCTIONS AND POWERS OF THE CAREER PLACEMENT AND INTERNSHIP COMMITTEE**

- I. The Faculty(s) Career Placement and Internship Committees) will propose, to the Board of their respective Faculty, regulations to facilitate the placements and internships of the graduates/ alumni of all the Departments of said faculty;
- II. The Faculty(s) Career Placement and Internship Committee(s) will provide the annual program, to the concerned Academic Departments and Career Counselling Offices at Campuses, for the placements and internships of their graduates and shall review the implementation of said program;
- III. The Faculty(s) Career Placement and Internship Committees will provide guidelines to the concerned Academic Departments and Career Counselling Offices at Campuses, for helping students/ alumni in the pursuit of higher studies;
- IV. The Faculty(s) Career Placement and Internship Committee(s) may constitute similar committees in the concerned Departments of their faculty and may place on such committee(s) the faculty members, as they may deem fit, whenever needed.
- V. The Faculty(s) Career Placement and Internship Committee will provide guidelines to the concerned Career Counselling Offices at Campuses for offering counseling and placement services to the students of their respective faculty:

- VI. The Faculty(s) Career Placement and Internship Committee shall propose, to the Dean concerned, the annual program for undertaking a range of activities including but not limited to on-campus job fairs, experts/ company presentations, workshops on resume writing and interviewing skills and job search strategies, for approval and implementing in the concerned Departments/ Campuses through Career Counselling Offices at Campuses.

***End***