

## **NIPER-Hajipur - Training and Placement Cell (P&T Cell)**

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### **1. Preamble**

NIPER-Hajipur established the “Training and Placement Cell” in 2021 to cater the needs of student’s/research scholars in-terms of right career / placement, required knowledge, skill, and aptitude to meet the requirements of the Industry/recruiters. This cell also responsible for continuous improvement in quality system through maintaining the database of students/scholars and feedback mechanism from time to time.

### **2. Objectives**

- To assist the students/scholars to choose their career interested based on their long term ambition through interactive sessions.
- To arrange career guidance / counselling sessions, and personality development session from appropriate resources.
- To train the students/scholars for on/off campus recruitment through mock interview, guidance on interview skills, soft-skills, communication skills.
- To connect the current students/scholars to alumni through alumni interactive sessions.
- To establish industry linkage for placing the students/scholars for training as a part of curricular requirement/specific skill requirement in coordination with the department in-charge.
- To assure the participation of Industry experts/personnel in interactive sessions/events, seminars, workshops, guest lectures and conferences etc.
- To maintain the placement database as required for regulatory submissions and rankings.

### **3. Placement procedure & Policy**

- The Placement cell functions with the defined objectives, which will work to enrich the placement and career ambitions of scholars, by coordinating Industries, Alumni, HoDs, Professional linkages, MoU in line to the Institution Vision.

- P&T cell shall prepare the “Outgoing Students CV Profile” and circulate to all relevant industries in consultation with “Students placement committee”.
- P&T cell shall invite and coordinate both on/off line placements in coordination with Registrar office if any financial implications involved.
- P&T Cell, shall organize the following programs periodically,
  - Session on effective CV for beginners
  - Awareness/Career guidance to Scholars from Industrial experts.
  - Awareness programme on Research career / CSIR / UGC-NET/JRF etc / Abroad opportunities.
  - Sessions on Time management/Personality development
  - Sessions interpersonal skills/Conflict management/Communication skills
  - Awareness on Start-up and entrepreneur skills.
- If any students/Scholar apply for placement through P&T Cell and selected for a position, he/she shall not try any other placement without the knowledge of P&T cell.
- However, the joining to employer, after the selection is subjected to the fulfilment of curricular requirement and with due approval of Guide/HOD/Competent authority.

#### **4. Internship/Training Procedure & Policy**

- The internship / Training includes, project training at Industry, short training at specific techniques at research institutions/laboratory, summer training fellowship for PG/PhD Scholars.
- All request shall be submitted in written to the P&T cell, in proper channel, Guide and HOD.
- Project work part of PG program at industry site shall be recommended by the Guide and HOD with due approval from competent authority.

- The PG/PhD scholars who underwent training, he/she shall submit the proof of document to P&T cell duly signed by HOD.
- The industry stipend is not permitted for all scholar who already availing the scholarship.
- All students initiate / apply for any training or project at Industry only after consultation with guide/HOD, then if the final decision shall be intimated to P&T cell along with details including, number of days, area of training/project, purpose, etc. P&T Cell records.
- P&T cell reserved the right to verify your attendance at the allotted/permitted training centre during the tenure.
- There shall be feedback form, at Training & Placement cell, after the completion of training and projects, the scholar shall submit the form along with proof /certificate of training.

#### **5. Student data & Key Skills**

#### **6. Our recruiters list**