

INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES

Deonar, Mumbai

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INTRODUCTION

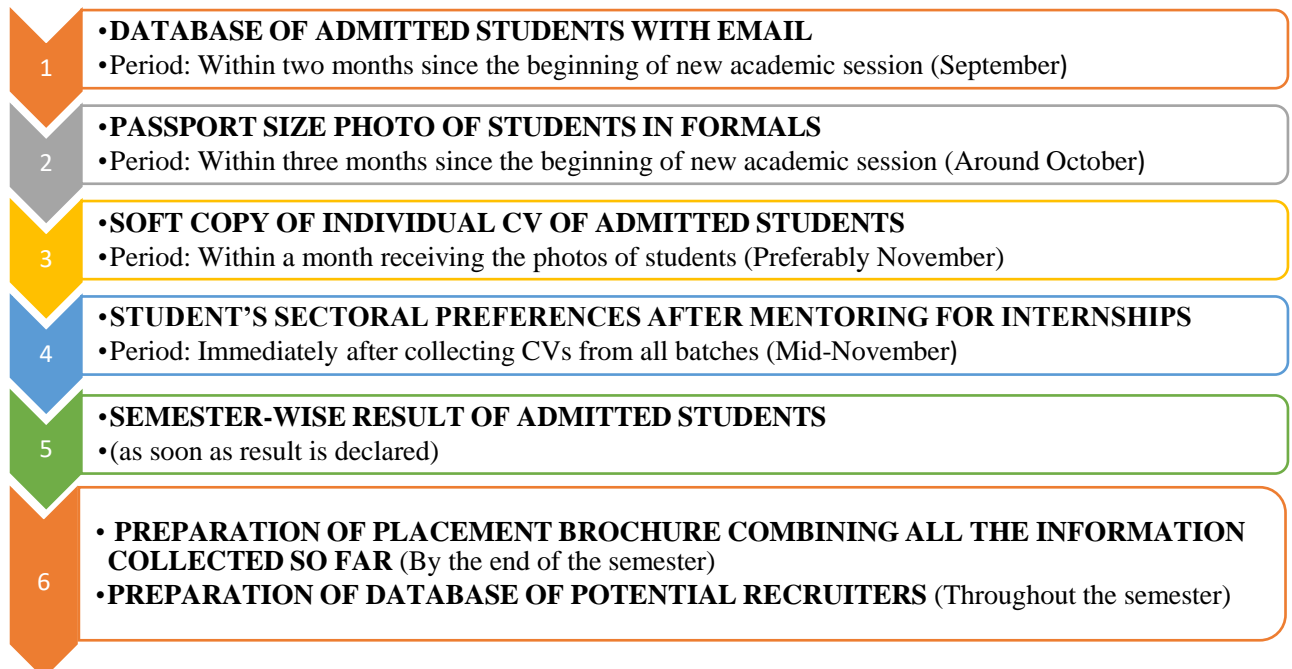
Accounting for the large demand for skilled human resources in social and development sector, the Placement Cell at the International Institute for Population Sciences works continuously towards bringing the best opportunities to our students. In tandem with presenting novel opportunities matching the skillset and academic achievements of the students, the Placement Cell also works hard towards improving students' technical skill-sets as per the industry need, connecting students with alumni network, and grooming them by inculcating values to mould them as responsible citizens contributing to the overall development of the country.

STANDARD OPERATING PROCEDURE OF PLACEMENT CELL

- Selection of Student representatives/volunteers for supporting placement activities in consultation with placement coordinators. Coordinators' decision would be final. In-active and non-cooperative members can be asked to leave the Cell any time. Appreciation certificates for the representatives/volunteers can be issued by the coordinators, if required.
 - Registration of students for campus placement activities with respective Student representatives/volunteers of the placement cell at the beginning of the academic year.
 - Classification of students' database as per the standard eligibility criteria set by the companies and submitting the same to Placement Cell.
 - Preparation of the summary of all data, CV/Resume collections and placement brochure(s) for each batch, based on the classifications, for quick sharing with companies on demand.
 - Sending campus placement invite to all companies for on-campus recruitment and subsequent follow-ups with them.
 - Confirmation of campus recruitment dates on convenient days mutually agreed upon.
 - Sending information to students as well as the concerned placement coordinators and volunteers about the schedule of the interview and or other selection details as shared by the company at least a week in advance.
 - Announcement of recruitment result to the concerned participant students once shared by the company.
 - Confirmation of acceptance of the offer letter from the selected students and sending the acknowledgement to the concerned company within mentioned time from the announcement of the recruitment result.
 - Necessary follow ups with selected students to submit the copies of the offer letter to Placement cell as well as to the concerned batch representatives.
 - Ensuring that the students once selected in one company are not appearing for placement in other companies through Placement Cell.
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- Receiving applications from students selected for internship and / or students interested for applying for internship.
 - Ensuring the students interning with organizations share the information with placement cell and academic cell, irrespective of whether the internship was facilitated via placement cell or not, for proper documentation

- Students must submit a copy of the internship completion certificates as received by them from the Concerned Company / organization to placement cell and AR academic.
 - ❖ Organization of career guidance seminars for the students with a focus on higher studies opportunities after UG, PG at both Indian and foreign universities, preparation for the competitive examinations etc. at the beginning of the academic year.
 - ❖ Organization of placement talks with industry stalwarts and IIPS alumni for providing career guidance to students.
 - ❖ Regular job posting, website updating and other necessary communications.
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- Students getting job or internship through placement cell / receiving any information through placement cell based on which She/he/they received the job during the period at the institute or immediately after graduating, must inform the cell through e mail.
 - Meetings regularly called by the placement cell must be attended by the student representatives. Minutes of these meetings must be submitted within 2 weeks.
 - Decision of Placement Cell Coordinators would be final in case of disputes.
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PROCESS FOR INTERNSHIP/JOB PLACEMENT



Requirement received from recruiter and shared with placement coordinators

Disbursement of Information of recruiting organisation, job description and student profiles

Sending student details to the recruiting organisation

Orientation sessions and pre-placement talks (PPT) if necessary.
Interactive sessions with the alumni (if working with the recruiter) via skype

Confirmation of interview/selection process date and time

Selection Process (Off campus)

Informing the students short-listed by the recruiter

Final selection process and share the results to Placement cell

Offer letter/confirmation received and informed to students

PLACEMENT COMMITTEE

Placement Committee provides overall supervision and direction to recruitment related engagements and activities taking place in IIPS, Mumbai. This committee consists of Faculty members and student representatives and volunteers who work in close coordination with the student representatives.

Ex-officio member

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