

POLICY DOCUMENT
CAREER COUNSELLING, TRAINING, INTERNSHIP AND PLACEMENT CELL
(CCTIPC)

UDHNA COLLEGE, SURAT

Effective From: Academic Year 2026-27

1. PREAMBLE

Career Counselling, Placement and Internship Cell (CCPIC) of Udhna College, Surat is established to bridge the gap between academic learning and professional employment. The Cell aims to equip students with employability skills, facilitate internships, organize campus recruitment drives, provide career guidance, and build sustainable partnerships with industries, businesses, government organizations, NGOs, and higher education institutions.

The Cell shall function in accordance with the vision and mission of Udhna College and the principles of the National Education Policy (NEP) 2020, promoting holistic development, skill enhancement, experiential learning, and lifelong employability.

2. VISION

To empower students with career awareness, employability skills, internship opportunities, entrepreneurship orientation, and quality placements through effective collaboration with industry and other stakeholders.

3. MISSION

The Career Counselling, Placement and Internship Cell shall strive to:

- Provide career guidance and counselling.
- Enhance employability through skill development programmes.
- Facilitate internships and experiential learning.
- Organize campus recruitment drives.
- Develop industry-academia collaboration.
- Promote entrepreneurship and innovation.
- Assist students in pursuing higher education opportunities.

4. OBJECTIVES

The objectives of the Cell are to:

1. Provide career counselling to students.
 2. Identify employment opportunities.
 3. Develop industry linkages.
 4. Organize campus placement drives.
 5. Facilitate internships.
 6. Conduct aptitude, communication and soft skill training.
 7. Organize career fairs and job expos.
 8. Promote competitive examination awareness.
 9. Facilitate higher education guidance.
 10. Maintain placement and internship records.
 11. Strengthen alumni-industry networking.
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5. COMPOSITION OF THE CELL

The Cell shall consist of:

- Principal – Patron
 - Placement Officer / Coordinator – Convener
 - Faculty Coordinators
 - Department Representatives
 - Industry Representative (Nominee)
 - Alumni Representative
 - Student Representatives
 - Administrative Assistant (if available)
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6. FUNCTIONS OF THE CELL

The Cell shall:

- Conduct career awareness programmes.
 - Organize employability enhancement workshops.
 - Arrange mock interviews and group discussions.
 - Conduct aptitude assessment tests.
 - Facilitate internship opportunities.
 - Invite industries for campus recruitment.
 - Organize industrial visits.
 - Maintain employer database.
 - Maintain student placement records.
 - Coordinate with alumni.
 - Publish placement notifications.
 - Conduct orientation programmes for final-year students.
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7. ELIGIBILITY FOR CAMPUS PLACEMENT

Students shall be eligible subject to:

- Fulfilment of academic requirements prescribed by the university.
 - Registration with the Placement Cell.
 - Submission of complete academic information.
 - Adherence to the College Placement Policy.
 - Compliance with employer eligibility criteria.
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8. STUDENT RESPONSIBILITIES

Registered students shall:

- Maintain professional conduct.
 - Attend placement activities punctually.
 - Provide authentic academic information.
 - Prepare updated resumes.
 - Attend interviews only after registration.
 - Inform the Placement Cell regarding offer acceptance.
 - Maintain confidentiality wherever required.
 - Respect recruiter schedules.
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9. EMPLOYER RESPONSIBILITIES

Recruiting organizations are expected to:

- Provide clear job descriptions.
 - Specify eligibility criteria.
 - Conduct fair and transparent selection.
 - Communicate results promptly.
 - Inform the Placement Cell regarding joining formalities.
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10. INTERNSHIP POLICY

The Cell shall:

- Encourage internships for all eligible students.
 - Coordinate with industries and organizations.
 - Assist students in identifying suitable internships.
 - Maintain internship records.
 - Obtain employer feedback.
 - Encourage internship reports and presentations.
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11. CAREER COUNSELLING SERVICES

The Cell shall organize:

- Individual counselling.
 - Career planning sessions.
 - Resume writing workshops.
 - Interview preparation.
 - Group discussions.
 - Competitive examination guidance.
 - Higher education counselling.
 - Entrepreneurship awareness programmes.
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12. TRAINING PROGRAMMES

Training may include:

- Communication Skills
 - Personality Development
 - Soft Skills
 - Aptitude Training
 - Logical Reasoning
 - Quantitative Aptitude
 - Group Discussion
 - Interview Skills
 - Digital Skills
 - Resume Building
 - Workplace Ethics
 - Leadership Skills
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13. CAMPUS RECRUITMENT POLICY

1. Students shall register before participating.
 2. Recruiter eligibility criteria shall be final.
 3. Students shall report on time.
 4. Students shall maintain formal dress code.
 5. Any malpractice may lead to disqualification.
 6. The decision of the recruiter shall be final.
 7. The Placement Cell shall coordinate all recruitment activities.
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14. CODE OF CONDUCT

Students shall:

- Maintain discipline.
- Display professional behaviour.
- Refrain from unfair practices.
- Communicate respectfully with recruiters.
- Maintain confidentiality of recruitment processes.

Violation of the code may result in suspension from placement activities.

15. DATA MANAGEMENT

The Cell shall maintain records relating to:

- Student registrations
 - Internship details
 - Employer database
 - Placement statistics
 - Alumni employment
 - Employer feedback
 - Student feedback
 - Annual reports
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16. INDUSTRY COLLABORATION

The Cell shall establish collaborations through:

- Memoranda of Understanding (MoUs)
 - Industrial visits
 - Expert lectures
 - Live projects
 - Skill certification programmes
 - Internship partnerships
 - Joint training programmes
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17. GRIEVANCE REDRESSAL

Students may submit placement-related grievances to the Placement Officer.
Unresolved matters shall be referred to the Principal.
The decision of the Principal shall be final.

18. MONITORING AND REVIEW

The Cell shall review its activities annually based on:

- Placement statistics
- Internship outcomes
- Employer satisfaction
- Student feedback
- Alumni feedback
- Industry participation

Necessary amendments may be recommended for approval by the College Management.

19. EXPECTED OUTCOMES

The implementation of this policy shall aim to:

- Improve student employability.
- Increase internship opportunities.
- Enhance campus placements.
- Strengthen industry partnerships.
- Promote entrepreneurship.
- Improve career awareness.
- Increase higher education admissions.

20. POLICY REVIEW

This policy shall be reviewed once every three years or earlier if required due to changes in UGC, University, Government, or institutional regulations.

APPROVAL

This Policy Document was approved by the competent authority of **Udhna College, Surat** and shall come into force with effect from the Academic Year 2026-27.


Principal
UCCC & SPBCBA & SDHG College of BCA & IT
(Udhna Academy Education Trust)
(Self Financed)

Principal
Udhna College, Surat



Udhna College

Placement Cell Disclaimer

Notice to All Students: Participation in the Udhna College campus placement process, internship and training programs conducted by the Placement Cell is subject to the following terms and conditions:

- **Employment Support:** Participation in college placement drives, training sessions, or career counselling is for support and guidance only; it does **not** guarantee a job offer, internship, or specific salary.
- **Recruiter Autonomy:** Hiring decisions, eligibility criteria, salary offers, job locations, and on-boarding timelines are strictly decided by recruiting companies. The Udhna College is not liable for revoked offers or delayed joining dates.
- **Career Counselling Scope:** Advice, assessments, and recommendations provided during career counselling are **guidance tools only**. Career decisions, higher education choices, and job applications remain the personal choice and responsibility of the student.
- **Student Responsibility:** Students must maintain academic eligibility, provide truthful information on resumes, adhere to placement guidelines, and attend mandatory training/counselling sessions. Providing false details will result in disqualification.
- **Limitation of Liability:** The college, counsellors, and placement cell are not party to employment contracts and hold no legal or financial liability for career outcomes, third-party agreements, or workplace disputes.




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