Placement, Internship and Alumni Policy

Year 2022

Contents

Section-1: Definitions

In this Policy Document, unless otherwise specified, or anything repugnant to the Statutes of National University of Modern Languages (NUML), the following expressions shall have the meanings as follows:

1.1   *Alumni -* a former student of NUML.

1.2   *Association* - a group of people organized for a joint purpose.

1.3   *Corporate Grooming* - ensuring that an employees' grooming, including dressing, personal hygiene and personality reflect a positive and professional image about himself, and thereby ensures that he is able to represent his business in a professional manner.

1.4   *Graduate* - a person who has successfully completed an academic degree.

1.5   *Certificate* - a document certifying that one has fulfilled the requirements of a field.

1.6   *Corporate Sector* - the part of a country's economic activity that involves private companies.

1.7   *CV* - curriculum vitae, a brief account of a person's education, qualifications and previous occupations, typically sent with a job application.

1.8   *Internship* - the position of a student or trainee who works in an organization, sometimes without pay, in order to gain work experience or satisfy requirements for a qualification.

1.9   *Interview skills* - skills or actions that allow a person to be more effective throughout the interview process for a new position. Not all interview skills are conventional. Rather, many interview skills help candidates prepare for the interview and guide them as they participate in job interviews.

1.10   *Job* - a paid position of regular employment.

1.11   *Placement* - a service for finding a suitable job for someone, especially a temporary job for a student or unemployed person.

Section-2. Policy for Placement, Internship and Alumni

1. **Purpose:**

   The purpose of this policy document is to create / manage a mechanism to provide opportunities for the student internships, job placements and engage alumni by establishing a sustainable network. The University aims to work *for* the students for their career growth and *with* graduates for alumni development by establishing links with industry and social sector.

2. **Scope:**

   The policy applies to the whole University including its campuses and Rawalpindi Branch.

3. **Policy Statement:**

   This policy intends to facilitate students by providing opportunities for internships/jobs and engage University alumni at a synergistic platform to recognize their efforts and contributions.

4. **NUML Placement Center:**

   To facilitate the student placement center has been established in Ibn Rush Block of the University. The Center endeavors to develop and maintain a relationship of mutual benefits between corporate employers and NUML, which eventually benefits the students and graduates of the University. It helps students to define their career goals and equips themselves with the skills and information necessary for a successful job/internship search. All the academic departments will have their respective Placement Coordinators/Incharges to facilitate the students.

   ### 4.1 Objectives

   i. Identification of various opportunities for the student's internships and job placements and their dissemination among students / faculty / administration.
   ii. Development of an active Student Database for sharing with stakeholders and institutional memory.
   iii. Development of corporate / industrial linkages for wider stakeholders' connectivity.
   iv. Capacity development of students to improve their presentation and job seeking skills.

   ### 4.2 Responsibilities

   i. Develop linkages with the Corporate World.
   ii. Provide opportunities for students to link with the Corporate World.
   iii. Intimate students for internships / job opportunities and platforms.
   iv. Organize Job Fairs and Campus Recruitment drives.
   v. Develop Student's Profile.
   vi. Organize Visits to Corporate Sector/Industries.
   vii. Organize Alumni engagement activities.
   viii. Organize Trainings/workshops on CV Writing Skills.
   ix. Organize Trainings/Workshops on Interviewing Skills.
   x. Organize Trainings/Workshops on Job Searching Skills.
   xi. Organize Mock Interview Sessions.
   xii. Organize Corporate Grooming Sessions.

5. **NUML Internship Program**

The University has developed in-house software, 'Internship/Job Placement System' to facilitate students in getting internships/jobs. In the System, students can enter their academic details, expertise and area of interest. Respective focal persons can view and manage student's records - they can allocate the students for the jobs shared by *Manager* Placement Centre. Campus Managers and focal persons can also access the System to process internship and job placements. The University aims to provide placement / internship to all its graduates as well to establish an organic alumni repository for all future needs.

5.1 Objectives

   i. Provide students practical experience of working in a real work environment.
   ii. Provide students learning opportunities about how to deal with practical challenges.
   iii. Developing communication and interpersonal skills of students.
   iv. Developing positive professional relationships that could possibly be used as future references for employment.
   v. Developing a better sense of student's work preferences that could help in exploring future career options.

5.2 Responsibilities

   i. Identify potential host institutions and enter into MoUs with them for student placement.
   ii. Arrange internship placements for students.
   iii. Arrange assignment of every student to a site supervisor of the host institution.
   iv. Maintain records of the students on all matters pertaining to internships.
   v. Design student internship evaluation forms for assessment by faculty and site supervisor.
   vi. Design and develop a student feedback and complaints form.
   vii. Arrange periodic on-campus activities such as internship expos, workshops for developing professional skills, and recruitment drives in collaboration with potential employers.

5.3 The Process

The process is based on following steps:

   i. <u>Registration</u>:
The Placement Center registers all the students on the 'Internship/Job Placement System'.
   ii. <u>Assignment to Faculty Supervisors</u>:
The Center assigns every student to a faculty supervisor.
   iii. <u>Student Placement</u>:
The Placement Center secures placements for students in host institutions that it has signed MoUs with. However, students may also search for internships on their own, in which case the Placement Center will review and approve such self-found internships.
   iv. <u>The Internship TORs</u>:
Before the start of the internship, the faculty supervisor will facilitate the development of internship TORs for each student-intern, which will be communicated to the Placement Center.

v. Working at the Host Institution:
The student will remain engaged at the host institution under the supervision of the site supervisor. The faculty supervisor will advise and guide the student as and when necessary.

vi. Performance Evaluation:
a) The performance of every internee will be evaluated every three weeks.
b) The student and the site supervisor will submit evaluation documents to the faculty supervisor and the Placement Center.

vii. Completion:
On successful completion, a Certificate will be issued by the host institution.

6. NUML Alumni Association (NAA)

The purpose of NUML Alumni Association is to establish a network of former graduates who will, in turn, help to raise the profile of the University. The Association will liaison with alumni of the University in order to take their input in various academic and research activities and in creating internship and placement opportunities for students.

6.1 Objectives

i. Communicate current, meaningful information about NUML to alumni.
ii. Expand opportunities for alumni to maintain their relationships with one another.
iii. Cultivate an understanding of engagement philanthropy with students so they will become active alumni.
iv. Enhance and enrich the experiences of students through interaction with alumni.
v. Elevate NUML's reputation and raise its visibility in the local community, industry and social sector.
vi. Engage in an ongoing planning process to meet the needs of an ever-changing alumni body.

6.2 Responsibilities

i. Alumni Communications

The Association will communicate with alumni quarterly; these communications include, but are not limited to event notices, surveys, emails, announcements, and newsletters.

ii. Alumni Volunteer Networks

The alumni volunteer networks support the Alumni Association; the networks benefit by having access to the experts and support in communications, marketing, event management, resources and fundraising efforts.

iii. Reunion Programming

The purpose of reunion celebrations is to reconnect alumni with their classmates and the University. The Association will host reunions each year. University departments will coordinate with the Association to ensure consistency and avoid confusion among programs.

6.3 The Structure

6.3.1 University Level:

a. The structure of the Association at University level will be based on following members:

i.	Rector	Chair
ii.	All Pro-Rectors	Member(s)
iii.	All Deans	Member(s)
iv.	Relevant HoDs	Member(s)
v.	Nominated Alumni	Member(s)

b. The meetings will be held twice in an academic year as per the requirement.

6.3.2 <u>Faculty Level</u>:

a. At faculty level, the structure of the Association will be based on following members:

i.	Dean	Chair
ii.	Relevant HoD	Member
iii.	Nominated Alumni	Member(s)

b. The meetings will be held once every quarter as per the requirement.