

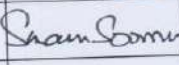
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	Document Number:	DUHS / IBHM / SOP / 02

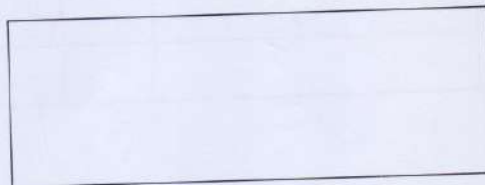
DOW UNIVERSITY OF HEALTH SCIENCES



STANDARD OPERATING PROCEDURE

Graduate Student Placement Policy & Procedure

	NAME	DESIGNATION	SIGNATURE	DATE
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REVISION NO.:		01		
DATE OF LAST REVISION:		00		
DATE OF ISSUE:				





Document Name:	SOP for IBHM Students' Placement
Document Number:	DUHS / IBHM / SOP / 02

DOCUMENT CHANGE RECORD

Sr. No.	DCR No.	Rev. Date	Page No.	Section No.	Description of Change
1.	DUHS / IBHM / SOP / 01	Issue Date: November 22, 2018	7, 8, 10	3.1, 4.1.1, 4.1.5, 4.1.8, 4.1.10, 4.1.14, 5, 7	3.1, 4.1.1, 4.1.5 & 5: Addition of Placement Chairperson position; 4.1.1 & 4.1.8: Change of hiring body from Registrar to HR. 4.1.10: Duration of internship; 4.1.14: Internship extension rule 7: Addition of In-house Internship Agreement
2.					
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Document Name:	SOP for IBHM Students' Placement
Document Number:	DUHS / IBHM / SOP / 02

TABLE OF CONTENTS

SR. NO.	CONTENT	PAGE NO.
	Distribution List	4
	Terms and Definitions	5
	List of Abbreviations	6
1.	Purpose	7
1.1.	Aims and Objectives	7
2.	Scope	7
3.	Responsibilities	7
4.	Procedure	7
4.1.	In-house Internship	7
4.1.1.	Eligibility Criteria for In-house Internship	8
4.2.	Out-house Internship	9
4.2.1.	Eligibility Criteria for Out-house Internship	9
4.3.	Graduates' Job Placement	9
4.3.1.	Eligibility Criteria for Graduates' Job Placement	10
5.	Placement Committee	10
6.	Related Documents	10
7.	Related Records	10



Document Name:	SOP for IBHM Students' Placement
Document Number:	DUHS / IBHM / SOP / 02

DISTRIBUTION LIST

The following personnel are on the controlled distribution list:

- Vice Chancellor
- Pro-Vice Chancellor(s)
- Chairman Graduate Committee
- Registrar
- Director, HR
- Director, IBHM
- Program Director, IBHM
- Placement Chairperson, IBHM
- Placement Coordinator, IBHM



Document Name:	SOP for IBHM Students' Placement
Document Number:	DUHS / IBHM / SOP / 02

TERMS AND DEFINITIONS

TERMS	DEFINITION
Placement	The temporary posting of an internee in a workplace environment to enable them to gain work experience.
Internship	The position of a student who works in an organization, with or without pay, in order to gain work experience or satisfy requirements for a qualification.
Professional Development	The capability to perform the duties of one's profession generally, or to perform a particular professional task, with skill of an acceptable quality.



Document Name:	SOP for IBHM Students' Placement
Document Number:	DUHS / IBHM / SOP / 02

LIST OF ABBREVIATIONS

DUHS	Dow University of Health Sciences
IBHM	Institute of Business and Health Management
VC	Vice Chancellor
QEC	Quality Enhancement Cell
HR	Human Resource
SOP	Standard Operating Procedure
DOC	Document

2. SCOPE

The SOP covering

- 2.1 The scope of the SOP is to provide a systematic approach to the placement of students in the various departments of the DUHS and to ensure that the placement process is fair and equitable.
- 2.2 The SOP will apply to all students who are seeking placement in the various departments of the DUHS.

3. RESPONSIBILITIES

- 3.1 The Placement Committee and the various departments are responsible to ensure the implementation of the SOP.
- 3.2 If any other staff involved in the placement process, it will be developed, documented and the responsibility of the Placement Committee and approval of the Director.

4. PROCEDURE

4.1 Initial Information

- 4.1.1 The Placement Committee and the various departments will ensure that all students are provided with the necessary information and approval to initiate the process from the DUHS.
- 4.1.2 After completion, the advertisement for placement will be sent to all departments and the necessary forms will be filled.
- 4.1.3 The advertisement for placement will be sent to all departments and the necessary forms will be filled.
- 4.1.4 The advertisement will be sent to all departments and the necessary forms will be filled.
- 4.1.5 The advertisement will be sent to all departments and the necessary forms will be filled.



Document Name:	SOP for IBHM Students' Placement
Document Number:	DUHS / IBHM / SOP / 02

1. PURPOSE:

The purpose of this SOP is to document all steps necessary to ensure that the student secures placement / internship / job that will support his / her learning requirements and nurture professional competence.

1.1. Aims and Objectives:

This SOP sets a framework of clear and transparent processes as in:

- 1.1.1 In-house Internship for Undergraduates and Graduates
- 1.1.2 Out-house Internship for Undergraduates and Graduates
- 1.1.3 Facilitation of Job Placement for Graduates

2. SCOPE:

This SOP provides:

- 2.1 The students to be adequately supported while undertaking / opting for an internship or experiential learning experience, as per their professional degree requirements.
- 2.2 The standard requirements for the development and management of students those are eligible for internship, their facilitation and eventual job placement.


3. RESPONSIBILITIES:

- 3.1. The Placement Chairperson and Coordinator are responsible to interface the organizations and IBHM, research for the potential recruiters, and to carry out the procedures laid down in this document.
- 3.2. If any other task related to the placement arises, it will be developed / documented with the recommendation of the Placement Committee and approval of the Director IBHM.

4. PROCEDURE:

4.1. In-house Internship:

- 4.1.1. The Placement Chairperson and Coordinator will contact relevant internal departments of the DUHS and confirm about the availability of vacancy for internship, with approval to initiate the process from HR-DUHS.
- 4.1.2. After confirmation, the advertisement for upcoming internship will be placed at the IBHM notice board and social media platforms.
- 4.1.3. The application forms of the candidates will be collected and screened, and the eligible ones will be called for the aptitude test.
- 4.1.4. The candidates will be assessed and those who score above 50% marks will be called for the panel interview.
- 4.1.5. The panel comprises of Director-IBHM, Program Director-IBHM, Placement Chairperson and Placement Coordinator.

	Document Name:	SOP for IBHM Students' Placement
	Document Number:	DUHS / IBHM / SOP / 02

- 4.1.6. As per given remarks of the panel, final merit list of the candidates will be prepared.
- 4.1.7. Selection of the candidates is done on the basis of this list and the number of allocated and budgeted seats for internship within the DUHS.
- 4.1.8. The list of selected candidates, along with the suggested departments by the panel, is forwarded to the HR-DUHS for release of the official order to the respective departments.
- 4.1.9. The Placement Coordinator will inform the respective departments and hand over the official order to those candidates, and provide them the internship guidelines.
- 4.1.10. The candidates are placed for 06 months internship only.
- 4.1.11. During the internship period, the Placement Coordinator will communicate to the heads / in charges / supervisors of these departments to monitor the progress, and to collect monthly attendance and leaves' records of the interns. This record will be provided to the Placement Coordinator on the first day of each month.
- 4.1.12. The interns will be given total of 15 casual leaves during their entire internship period, and only 02 casual leaves will be allowed each month, otherwise their stipends will be deducted, as per DUHS policy.
- 4.1.13. The Placement Coordinator will forward the monthly attendance and leaves' records to the Payroll Section-DUHS for the disbursement of their stipends from the budget of IBHM.
- 4.1.14. If the concern departments want to extend the internship period of the interns after 06 months, then those departments will write to the HR-DUHS on their own letter heads and the stipends of those interns will be disbursed from the budget of those concern departments.
- 4.1.15. After successful completion of the internship, the interns will submit the internship reports signed by their departments' heads / in charges / supervisors at the Placement Office.
- 4.1.16. A ceremony will be conducted, where those interns will receive their internship certificates who successfully completed the entire internship period and submitted their internship reports.
- 4.1.17. In case of discontinuation of internship requested by the interns earlier than 03 months, the certificate will be issued on the basis of multiple of eight weeks that students have performed the internship.
- 4.1.18. Prior submission of application has to be made by the interns for discontinuation of the internship.
- 4.1.19. The Interns have to formally apply for the discontinuation of the internship to the Director-IBHM, otherwise no experience certificates will be issued.

4.2. Eligibility Criteria for In-house Internship:

- 4.2.1. Student who has cleared his / her last course(s) in the last semester at the time of announcement of the internship.



Document Name:	SOP for IBHM Students' Placement
Document Number:	DUHS / IBHM / SOP / 02

4.3. Out-house Internship:

- 4.3.1. The Placement Coordinator will communicate with the human resource departments of various organizations regarding the availability of internship vacancies.
- 4.3.2. On the availability of vacancies, the Placement Coordinator will collect details from the organizations, and convey these to the students through IBHM's notice board and social media platforms.
- 4.3.3. Interested candidates will submit the application through the procedure as per required by the organizations to the Placement Office.
- 4.3.4. If any screening test or interview will be required, the candidates will be informed regarding the timings and venue by the Placement Coordinator.
- 4.3.5. Those candidates who will get satisfactory results will be called by the organizations for joining.
- 4.3.6. During the internship period, the Placement Coordinator will communicate to the human resource departments of the organizations to monitor the progress of interns.
- 4.3.7. In case of paid internship, the candidates will receive the stipend from the organizations' payroll as per their set policy.
- 4.3.8. After successful completion of the internship, the interns will submit the internship reports signed by their organizations' heads / in charges / supervisors at the Placement Office.
- 4.3.9. Certificates will be issued to the interns by the organizations on successful completion of the entire internship duration, as per their policy.

4.4. Eligibility Criteria for Out-house Internship:

- 4.4.1. It will be set as required by the organizations.

4.5. Graduates' Job Placement:

- 4.5.1. The Placement Coordinator will communicate with the human resource departments of various organizations regarding the availability of job vacancies.
- 4.5.2. On the availability of vacancies, the Placement Coordinator will collect details from the organizations, and convey these to the undergraduates and graduates through IBHM's notice board and social media platforms.
- 4.5.3. Interested candidates will submit the application through the procedure as required by the organizations to the Placement Office.
- 4.5.4. If any screening test or interview will be required, the candidates will be informed regarding the timings and venue by the Placement Coordinator.
- 4.5.5. Those candidates who will get satisfactory results will be called by the organizations for joining.



Document Name:	SOP for IBHM Students' Placement
Document Number:	DUHS / IBHM / SOP / 02

4.6. Eligibility Criteria for Graduates' Job Placement:

4.6.1. It will be set as required by the organizations.

5. PLACEMENT COMMITTEE:

- 5.1 Director, IBHM, DUHS
- 5.2 Program Director, IBHM, DUHS
- 5.3 Placement Chairperson, IBHM, DUHS
- 5.4 Placement Coordinator, IBHM, DUHS
- 5.5 Supporting Staff, IBHM, DUHS

6. RELATED DOCUMENTS:

- 6.1 Memorandum, DUHS
- 6.2 Internal Memorandum, IBHM, DUHS
- 6.3 Office Order, HR, DUHS

7. RELATED RECORDS:

- 7.1 In-house Internship Application Form, IBHM, DUHS
- 7.2 In-house Internship Agreement, IBHM, DUHS