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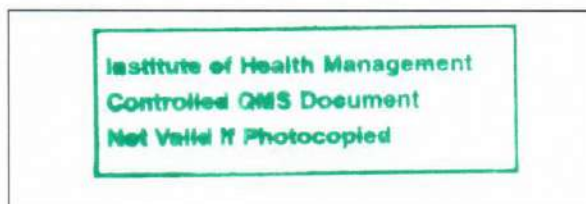
DOW UNIVERSITY OF HEALTH SCIENCES



STANDARD OPERATING PROCEDURE

Graduate Student Placement Policy & Procedure

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DISTRIBUTION LIST

The following personnel are on the controlled distribution list:

- Vice Chancellor
- Pro-Vice Chancellor(s)
- Chairman Graduate Committee
- Registrar
- Director, IHM
- Program Director, IHM



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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 or trainee 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.



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LIST OF ABBREVIATIONS

DOC	Document
DUHS	Dow University of Health Sciences
FM	Form
HEC	Higher Education Commission
QEC	Quality Enhancement Cell
SOP	Standard Operating Procedure
VC	Vice Chancellor
IHM	Institute of Health Management
NOC	No Objection Certificate

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1. PURPOSE:

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

1.1. AIMS AND OBJECTIVES:

This policy sets a framework of clear and transparent processes for:

- In-house Internship of Graduates
- External Internship for Graduates
- Facilitation of Graduates for Job Placement

2. SCOPE:

This policy:

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

3. RESPONSIBILITIES:

- The Placement Coordinator is responsible to carry out the procedures laid down in this document.
- The Director QEC-DUHS is responsible to conduct a need assessment of the internal departments, the environment for learning for interns and eventual recommendation for assignment, as per their schedule.
- The Quality Enhancement Cell is to gain the feedback of the internee, with every rotation for the entirety of the rotation period. The feedback will be shared with Director IHM, Head of Department of student placement and also any relevant authorities, such as Registrar-DUHS.
- If any other task related to the placement arises, it will be developed / documented with the recommendation of the Placement Committee and approval of Director IHM.

4. PROCEDURE:

4.1. In-house Internship:

4.1.1. The Placement Coordinator will contact relevant internal departments of the University and confirm the need of internship placement, with approval to initiate the process from Registrar-DUHS, keeper of student record.

4.1.2. After confirmation, advertisement for upcoming internship will be placed at the Institute's notice board and social media platforms.



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- 4.1.3. The application forms of the candidates will be 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 panel interview:
- 4.1.5. The panel comprises of Director IHM, Program Director IHM, Director QEC or his / her Nominee, and the Placement Coordinator.
- 4.1.6. During the interview, verbal and non-verbal skills, technical and practical knowledge and past behavioral performance of the candidates will be assessed, with weightage assigned to each category.
- 4.1.7. As per given remarks of the panel, final merit list of the candidates will be prepared.
- 4.1.8. Selection of the candidates is done on the basis of this list and the number of allocated and budgeted seats for internship within the University.
- 4.1.9. The list of selected candidates, along with the suggested departments of the panel, be forwarded to the Registrar DUHS for release of official order/memo to the respective departments.
- 4.1.10. Placement Coordinator will inform the respective departments, and hand over the official order to those candidates and provide them the internship guidelines.
- 4.1.11. They are placed on two months' rotation at each department for entire internship duration of six months.
- 4.1.12. During the internship period, Placement Coordinator will communicate to the heads / in charges of these departments to monitor the progress, and to collect monthly attendance and leaves' records of interns. This record will be provided to coordinator, Placement at the Institute of Health Management, on the first day of each month.
- 4.1.13. These interns will be given total of fifteen casual leaves during their entire internship period. Only two casual leaves will be allowed each month, otherwise stipend will be deducted, as per DUHS rules.
- 4.1.14. Placement Coordinator will forward the attendance and leaves' records to the Payroll Section DUHS for disbursement of stipend.
- 4.1.15. After successful completion of internship, interns will submit the internship reports signed by their departments' heads / in charges 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 student earlier than six 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 student for discontinuation of internship.
- 4.1.19. Intern has to formally apply for the discontinuation of the internship to the Director IHM; otherwise no experience certificate will be issued.



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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 internship.

4.3. Outside Internship Facilitation:

- 4.3.1. Placement Coordinator will communicate with human resource departments of various organizations regarding the availability of internship vacancies.
- 4.3.2. On availability of vacancies, Placement Coordinator will collect details from the organizations, and convey these to the students through Institute'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, 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 internship, interns will submit the internship reports signed by their organizations' heads / in charges at the Placement Office.
- 4.3.9. Certificates will be issued to the interns by the organizations on successful completion of entire internship duration, as per their policy.

4.4. Eligibility Criteria for External Internship:

- 4.4.1. It will be set as required by the organizations, with coordination from Manager, Graduate Student Placement.

4.5. Facilitation of Graduates for Job Placement:

- 4.5.1. Placement Coordinator will communicate with human resource departments of various organizations regarding the availability of job vacancies.
- 4.5.2. On availability of vacancies, Placement Coordinator will collect details from the organizations, and convey these to the graduates through Institute'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.



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4.5.5. Those candidates who will get satisfactory results will be called by the organizations for joining.

4.6. Eligibility Criteria for Facilitation of Graduates for Job Placement:

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

5. PLACEMENT COMMITTEE CONSTITUTION:

- Director IHM
- Director QEC or his / her Nominee
- Program Director, Institute of Health Management
- Placement Coordinator, Institute of Health Management

6. RELATED DOCUMENTS:

- DUHS Academic Policies
- DUHS Memo
- DUHS Policy

7. RELATED RECORDS:

- In-house Internship Application Form
- Internship Feedback Form (**Annexure A**)



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Annexure A: INTERNSHIP FEEDBACK FORM

1. Full Name: _____
2. Cell/ Mobile No: _____
3. Email Address: _____
4. Qualification: Academic (Last Qualification): _____
 Technical (if any): _____
5. Parent Institution: _____
6. Institute/Department of Placement: _____
7. Internship Period: From _____ to _____
8. Name & Designation of Supervisor: _____

Please read each statement and rate it according to the scale below:

Statements	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I was given orientation with the department.					
I was welcomed by the department.					
The working environment was pleasant and encouraging.					
My supervisor set clear goals with me during the internship.					
I had the opportunity to learn new skills during the internship.					
The tasks were challenging and interesting.					
I had a good working experience with my supervisor.					
I had a good working relationship with my colleagues.					
My supervisor provided me with constructive feedback.					
I found the internship to be useful for my career.					

Mention major tasks which you completed during the internship period.