

## Career Guidance and Placement Cell in UCC

The Department of Career Guidance and Placement Cell is central to any higher educational institution of Liberal Arts and Science background. The College aims at the whole some development of individuals. The College through its CCPC enables students to pursue such academic and career opportunities that would help students to set long term and short-term goals that would help them to engage in their academic pursuit with greater sense of direction, purpose and fulfilment. Career guidance related services are given to almost all the students of the College in one way or the other. As a second and more professionalized step, CCPC helps to students to find placements in various government jobs, industrial establishments, and other NGO sectors. The program exposes students to their own interests, skills and capabilities, specific skills and abilities required for certain types of Jobs, and help them to match up to what is available in the job market. The programs under the aegis of CCPC help students to be better prepared to face the challenges in a competitive world.

Students are given career guidance starting from first year respective to the subjects they learn. Placement orientation programs are organized to encourage students to join the Placement Cell. The Cell, in turn, tailor its tasks to the specific needs of the clientele and strive to equip them to be placed in a career path or a specific job.

The Cell provides complete support to the registered students and companies at every stage of placement process. Arrangements for Pre-Placement Talks, Written Tests, Interviews and Group Discussions are made as per the requirements of the visiting companies. The Cell often create a platform for the reputed companies to select brilliant minds from the campus whom they can train for specific positions in their establishments. Mock Interviews are conducted for the students often to analyse their strength and weakness which includes:

- Online/Offline Test
- Group Discussion/Debates
- Course & HR Interview

### **Objectives:**

- Provide career counselling and career development sessions for graduates.
- Develop career services programs that will help student in exploring and planning career options.
- Work with students on their needs for career development.
- Conduct training's, workshops, lectures, presentations, and other events to develop career planning and employability skills for students.
- Develop positive working relationship with faculty, administrative and co-workers to achieve desired goals.
- Coordinate with academic advisers to help students in making career choices based on their academic majors.
- Research and analyse current employment trends in various industries.
- Maintain regular contacts with potential employers for new job opportunities.
- Educate students on resume building, interview skills, and professionalism.
- Conduct mock interviews and job search workshops for students.
- Conduct career awareness events for students
- Execute outreach programs to promote career services among students.
- Maintain a database of student academic and employment records

## **Rules & Regulations:**

- All the students in the campus are eligible for the career guidance.
- For Placement assistance students need to register in placement cell through the registration form ,which is available in UCC website  
Please use the correct link according to the year of joining.  
UCCWebsite → Placement cell→ Registration.  
[https://placement.uccollege.edu.in/?page\\_id=306](https://placement.uccollege.edu.in/?page_id=306)
- Registration Fee of Rs :50/- for all ucians and Rs:100/- for all other categories (non-ucians, Alumni, Pass outs) should be paid in placement cell for the placement cell assistance from Nov 1<sup>st</sup> 2020.
- Registered students can reach placement cell for any career assistants
- Students not interested in placement activities are advised not to register for placement.
- Please Avoid duplicate entries.
- Registered students must attend all the training programmes / workshops arranged by placement cell
- Inactivation of profile by the student for 2 months will be forced to revoked the activated account.
- Facilities from the Placement Cell (For activated student)
  - Free placement assistance.
  - Free Webinar /Seminar of skill-oriented course.
  - Free Job recruitments where no interference of third-party payment.
  - Free Certification Supports, other than exam fee.
  - Free study materials and Mock test for the MNC aptitude test.
  - Free resume formats.
  - Free use of network and System in placement cell for the recruitment process.
- In case a student has registered for any of the above facilities and not participated, Then the student placement profile will be inactive.
- Penalty of Rs:50 to active the inactive account.
- Placement assistance will be confirmed only for the active members, not for the other users (inactive, not registered, revoked) .
- Registration fee of Rs:50 is valid from June to May of every year.
- Only first year students' have the privilege to Register in the UCC placement cell from 2020 joining batch onwards.
- All post job-offer communication between student and company should be channelized through the placement cell in case you need the placement assistance.
- Any kind of misbehaviour/complaints reported officially will be taken seriously and if proven, the student will be debarred from future campus placements.
- The role of T&P (Training & Placement) Cell is a facilitator for placement related activities. Placement Cell does not guarantee a job.
- All students must keep own UC College ID card & Placement cell identity card at the time of any placement activities

**MS .SHEETHAL.V.R**

Placement Officer

**MR.DAVID SAJ MATHEW**

Principal

**DR.SEENA M MATHAI**

Placement Co-ordinator