



Ref. No. *NGICOP/Off/2025/040*

Date: 04/07/25

OFFICE ORDER

Subject: Re-Formation of Career Guidance Cell

The Career Guidance Cell is an integral part of the College. The Career Guidance Cell works on the enhancement of professional training to all the students of the esteemed institution.

The Career Guidance Cell is being constituted with the goal of assuring thorough training, career guidance and also to serve the purpose of placements to the students of the institution.

The composition of the cell is as follows:

S. No.	Name	Position	Contact No.	Email
1.	Dr. Bhupendra Singh	Patron	9805229169	director.pharmacy@neelkanth.edu.in
3.	Mr. Satya	Counselor	9557819698	satya.jawla.crc@gmail.com
4.	Mr. Lalit Goyal <i>Poojanka Chandra</i>	Member	7906678001	lalit.ngi@gmail.com

They shall perform on the principles of Democracy, Equity and Justice; no students will be disregarding in any manner, unless there is a justified reason. All the rules and regulations framed by the Career Guidance Cell have been drafted under the supervision of the In-charge of the Career Guidance Cell and have been approved by the Head of the Institution.

The Training & Career Guidance Cell will have following mandate for execution:

1. To make the Training and Career Guidance Cell a vibrant visible unit of the college by contacts and publicity through various modes like social networking sites, website of the college and other available resources.
2. To assess the need of the Training & Career Guidance amongst students.
3. To categorize students on the basis of their placement needs and permissible options.
4. To train students to prepare their resume.
5. To enhance employability of students by providing specialized, need based training.
6. To identify trainers/training agencies
7. To develop appropriate training modules.
8. To develop network of contacts with placement agencies and recruiters and to develop such principally for use in future.
9. To constantly update principle of Recruiters.

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To keep track of all the job opportunities published through print/electronic media and to circulate appropriate job advertisements for the benefit of students

10. To organize campus interviews for eligible students on a continuous basis.
11. To maintain placement records of Alumnae & current students.
12. To advice Management on various critical issues of placement.
13. The Training and Placement Cell will report to Secretary through Principal.
14. The Cell will also constitute an organized Alumnae Association with registration of students to seek their help in placement.
15. The cell will develop live contact with teachers and students and also with other functional committees and units of the college.
16. The Cell will draw an Action Plan with specific time limits to be followed at each stage.
17. This order shall come in force with immediate effect.

Objective

The primary objective of the Career Guidance Cell is ensuring successful training, career guidance and placement of the students and to facilitate the students to establish themselves in the professional industry.

Vision

“The Training and Career Guidance Cell will focus on the integral training and development of the students to match global standards, the cell will also emphasis on facilitating the students with every opportunity possible to achieve their career goals through various training/internship schemes and placements to successful students”

Mission

“The cell will conduct numerous workshops, training and development programs. Since, the cell will function on the principles of democracy, equity and justice; the cell will provide internship and professional work exposure before the placement of the concerned students”

Keeping in mind the holistic development of every student that enters the institute, the Training & Career Guidance Cell of NGI College of Pharmacy, Meerut will strives to provide the best out-of-classroom experiences for its students. These experiences come in the form of guest lectures, internship/training opportunities, soft skills training, workshops and other activities which help in shaping the careers of our students.

Training & Career Guidance:

Training is an integral part of the curriculum since it provides a great opportunity for students to gain experience, create a network of contacts and develop their interpersonal skills, all this in addition to honing their skills to become a thorough professional in the field of healthcare. To achieve this and much more, students must gain an understanding of the society at large and working with reputed hospitals and industries will elevate their learning immensely.

Training Process:

Through training students are offered a sneak peek into the real world environment while after/undergoing a rigorous academic curriculum. Training is a perfect platform to test and put theory to practice and thus students will be better prepared to face the challenges posed in a typical workplace after their duration of study.

The Training & Career Guidance Cell will facilitate training opportunities in various hospitals and industries.

The process followed by the cell is as follows:

Step 1: The student body along with the Placement Officer contact hospitals and industries seeking training opportunities for the students.

Step 2: Depending on the response regarding availability of slots for training, the students are informed of the requirement and criteria set by the recruiter.

Step 3: Results are vetted. CVs are gathered and sent to the recruiter for their perusal.

Step 4: CVs are thoroughly scrutinized by the recruiters after which they inform their decision on recruitment to the Training & Career Guidance Cell.

Objectives of the Training Program:

The main objectives of the training program are to:

1. Bridge the gap between the professional and the academic world.
2. Provide students an opportunity to get some hands on experience in the professional world.
3. Put theory to practice by trying out the concepts learnt in their classrooms to solve real world problems.
4. Provide various opportunities in various hospitals/industries so that every student has a chosen field of interest at the time of the placement season.
5. Supplement the knowledge of the students so that their participation in classroom activities is enhanced.
6. Provide an insight into the various processes in any organization.

Copy to:

1. Notice board
2. Personal concerned
3. All concern members

[Handwritten Signature]
(Principal)
Principal
NGI College of Pharmacy
Meerut