



SIKKIM ALPINE UNIVERSITY

Kamrang, Namchi, South Sikkim – 737126

(Established under Sikkim Alpine University Act, 2021)

CAREER COUNSELLING AND PLACEMENT CELL (CCPC) POLICY

(Policy Document – 2025)

Prepared by

Career Counselling and Placement Cell (CCPC)

Coordinator: Mr. Mickhil Kami

Recommended By:

Academic Council: Date 03 December, 2025

Approved by:

Board of Governors: Date 05 December, 2025



Career Counselling and Placement Cell (CCPC) POLICY
SIKKIM ALPINE UNIVERSITY
KAMRANG, NAMCHI
SIKKIM

1. Introduction

The UGC's XI Plan emphasizes establishing Career Counselling and Placement Cells in the universities to address India's growing demand for skilled professionals globally. At Sikkim Alpine University, our Honorable Vice Chancellor has initiated the setup of a dedicated Career Counselling and Placement Cell as a quality enhancement measure. This cell aims to equip Professional, and Basic Sciences students with knowledge and skills, guiding them towards career paths and fostering industry-academia partnerships. The establishment of this cell aligns with office order Ref. No. SAU.RO/OFF.ORDER/CC&PC/0080/2024, making placement cells a requirement for universities.

The primary objective of the Career Counselling and Placement Cell (CCPC) in Sikkim Alpine University is to equip students with the skills and confidence required to become industry-ready professionals. Through focused training and guidance, the Cell plays a vital role in bridging the gap between academic learning and corporate expectations. The CCPC is well supported by the management team to facilitate a smooth functioning of the cell.

To enhance employability, the Placement Cell provides a comprehensive training program for pre-final year students in collaboration with reputed training partners. This training encompasses:

- Communication Skills
- Verbal Aptitude
- Numerical and Analytical Reasoning
- Logical Reasoning
- Group Discussions
- Mock Interviews
- Personality Development
- Resume Writing

In addition, domain-specific training is regularly organized by the respective departments to address industry-specific needs.

- To ensure transparency and fairness in the placement process:
- Students are allowed to attend all available job opportunities without restrictions on the number of offers they can accept.
- Pre-placement talks and company presentations are arranged at the beginning of each recruitment drive to help students understand potential employers better.
- To support students with aspirations for UCG NET coaching.

1.2 Vision

To be a leading university placement and counselling cell, renowned for unwavering commitment to student success, robust industry collaborations, and holistic development

1.3 Mission

Provide training to students so as to achieve their career goal.

Empower all the students to apply the acquired skills and knowledge to rely upon their personal attributes so as to lead productive lives and contribute to the global community.

To foster strong relationships with industry partners and provide students with opportunities for internships, job placements, and networking.

1.4 Goal

The goal of Career Counselling and Placement Cell in Sikkim Alpine University is to foster the strong institution-industry partnerships and nurture entrepreneurial skills among students, enhancing their employability and meeting the evolving needs of the Artificial intelligence and industry sectors.

1.5 Objectives

- Provide guidance on career paths and opportunities
- Offer skill-based training and development programs
- Foster industry-academia partnerships for internships and placements
- Enhance students' employability and career prospects
- Support students in achieving their professional goals

1.6 Function

The Career Counseling and Placement Cell at Sikkim Alpine University aim to:

- Guide students on career options and pathways.
- Support students in securing internships and job placements.
- To organize seminars/workshops for informing students about the emerging professional trends and events, job profiles, leadership roles, entrepreneurship, market needs risks and implementation of National socio-economic policies and to impart training in soft skills.

2. Level of Assistance from the Cell

The career counselling and placement cell offers a wide range of assistance to its students, making it a great choice for those looking for a supportive academic and skilled environment. The cell is focused on partnerships with prestigious industries for graduate and post graduate placements.

3. Monitoring the progress of career advancement and placement cell

At the end of each academic year, the Co-ordinator of placement cell shall prepare Annual report of placement activities under the supervision of Registrar I/C of the University, which is duly signed by the cell members before submission to the Coordinator of IQAC.

4. Placement Cell Committee

The committee (as per Office Order Ref. No. SAU.RO/OFF.ORDER/CC&PC/0080/2024) includes:

- Coordinator
- Joint Coordinator
- Faculty Members from various departments
- Administrative Support (when required)

4.1 Roles and Responsibilities

Coordinator

- Overall supervision of CCPC operations
- Approval of placement calendar, training programs, and industry engagements
- Coordination with Registrar and IQAC

- Monitoring annual placement reports

Joint Coordinator

- Assists the Coordinator in planning and execution
- Oversees day-to-day activities and communication with departments
- Coordinates training sessions and workshops

Faculty Members

- Provide departmental support and student coordination
- Help organize seminars, industry sessions, and counselling activities
- Maintain student databases and support placement logistics

Administrative Support

- Documentation, communication, scheduling, and record maintenance

5. Standard Operating Procedure

This Standard Operating Procedure represents the various procedures to be followed regarding the selection process of placement cell in linkage with industries. This is in alignment with the UGC guidelines. It would help in maintaining the Academic standards of Sikkim Alpine University by identifying the eligible candidates out of many who apply for selections.

5.1 Student Registration

- Students should register themselves for placement assistance with Placement coordinator in the beginning of the 4th semester (2 years Programs) and in 6th semester (3 years Programs). Whereas, students from intermediate semesters should register with placement co-ordinator for Pre –placement training.
- Students submit updated resumes, academic records, and necessary information.
- A database is maintained for training and placement activities.

5.2 Training and Skill Development

Pre-final and final-year students undergo structured training which includes:

- Communication and soft skills
- Aptitude and reasoning
- GD & PI preparation
- Resume building

- Personality development
- Domain-specific training is conducted by respective departments.
- Attendance in training sessions is monitored and recorded.

5.3 Industry Interaction and Recruitment Drives

- The Cell reaches out to industries for internship and placement opportunities.
- Pre-placement talks (PPTs) and company presentations are organized.
- The recruitment workflow includes:
 - Company invitation
 - Date finalization
 - Eligibility criteria announcement
 - Student nomination & screening
 - Selection process (Aptitude test, GD, HR/Technical interview)
- Students can participate in multiple recruitment drives without restrictions.
- Selected students must formally accept or decline offers within specified timelines.