



GURU NANAK EDUCATION TRUST



GURU NANAK INSTITUTE OF PHARMACEUTICAL SCIENCE AND TECHNOLOGY

(GNIPST)

*A JIS Group Institution | Approved by PCI | Accredited by NAAC & NBA | Affiliated to
Maulana Abul Kalam Azad University of Technology, West Bengal (MAKAUT)
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INSTITUTIONAL POLICY DOCUMENT

TRAINING AND PLACEMENT POLICY

Document Control

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1. Preamble

Guru Nanak Institute of Pharmaceutical Science and Technology (GNIPST), established in 2005 under the aegis of the Guru Nanak Education Trust and nurtured within the JIS Group, is committed to preparing competent, ethical and industry-ready pharmacy professionals. Training and placement of students is recognised as an integral part of the Institute's educational mission, linking academic learning with the needs of the pharmaceutical industry, healthcare sector, regulatory bodies and research organisations.

This Training and Placement Policy has been framed in line with the regulations of the Pharmacy Council of India (PCI), the norms of the National Assessment and Accreditation Council (NAAC) and National Board of Accreditation (NBA), the regulations of the affiliating University (MAKAUT), and the practices followed across leading technical and pharmaceutical institutions, so as to provide a transparent, fair and well-organised framework for the training and career development of students at GNIPST.

2. Objectives of the Policy

The specific objectives of this policy are to:

- Enhance the employability of students through structured training in domain knowledge, aptitude, communication and professional skills.
- Facilitate campus and off-campus placement opportunities for eligible students in the pharmaceutical industry, hospitals, clinical research, regulatory affairs, healthcare and allied sectors.
- Ensure that mandatory internships and industrial/practical training prescribed by PCI and MAKAUT are organised and monitored effectively.
- Establish a transparent, uniform and fair procedure for the conduct of placement drives and the allocation of opportunities among students.
- Strengthen Industry–Institute linkages through MoUs, industrial visits, expert lectures and alumni networks.
- Guide and support students pursuing higher studies, competitive examinations and entrepreneurship.
- Maintain accurate records of training and placement outcomes for NAAC, NBA, PCI and AICTE reporting.

3. Definitions

"Institute" means Guru Nanak Institute of Pharmaceutical Science and Technology (GNIPST).

"Training & Placement Cell (T&P Cell)" means the Cell constituted under Section 5 of this policy to coordinate training, internship and placement activities of the Institute.

"Training & Placement Officer (TPO)" means the faculty member or officer designated by the Director to head the T&P Cell.

"Recruiter" means any pharmaceutical company, hospital, clinical research organisation, government or regulatory body, healthcare organisation or other employer that recruits students through the Institute.

"Placement Drive" means any on-campus, off-campus, pool-campus or virtual recruitment process organised or facilitated by the T&P Cell.

"Offer" means a written offer of employment (offer letter or letter of intent) issued by a Recruiter to a student.

"Registered Student" means a final-year or pre-final-year student who has registered with the T&P Cell under Section 8 of this policy.

"Competent Authority" means the Director/Principal of the Institute, or the Governing Body where specified.

4. Scope and Applicability

This policy applies to all students of GNIPST enrolled in the B.Pharm, M.Pharm, and other programmes offered by the Institute, and to all faculty and staff involved in training, internship and placement activities. It covers pre-placement training, mandatory and optional internships and industrial training, on-campus and off-campus placement drives, career counselling, and guidance for higher studies and entrepreneurship.

Students who opt for higher studies or entrepreneurship, or who choose not to seek placement through the Institute, shall inform the T&P Cell in writing; they shall continue to be eligible for training programmes and career guidance under this policy.

5. Institutional Mechanism – Training & Placement Cell

All training, internship and placement activities at GNIPST shall be routed through the Training & Placement Cell, which shall be constituted as follows:

- **Chairperson:** Director / Principal, GNIPST
- **Head:** Training & Placement Officer (TPO), nominated by the Director
- **Members:** One faculty coordinator from each department, a representative of the Industry–Institute Partnership Cell (IIPC), and a representative of the Finance & Accounts Office
- **Student Coordinators:** Student representatives from final and pre-final year classes of each programme, nominated by the TPO in consultation with the Heads of Departments

The Training & Placement Cell shall be responsible for:

- Preparing an annual training and placement calendar at the beginning of each academic year.
- Identifying and contacting prospective recruiters and maintaining a database of recruiters and industry contacts.
- Organising pre-placement training, mock interviews, group discussions and aptitude tests.
- Coordinating internships and industrial training in consultation with the departments.
- Organising and conducting on-campus, off-campus and virtual placement drives.
- Maintaining records of students' profiles, offers, placements and employer feedback.
- Compiling data on placement, higher studies and entrepreneurship for NAAC, NBA, PCI, AICTE and NIRF reporting.

The Cell shall be assisted by the Group-level placement network of the JIS Group, wherever applicable, for pooled or group-wide recruitment drives.

6. Training and Skill Development Programmes

6.1 Soft Skills and Aptitude Training

Structured training in communication skills, English language proficiency, quantitative aptitude, logical reasoning, personality development, résumé writing, group discussion and interview skills shall be organised for students, ordinarily from the pre-final year onwards.

6.2 Domain and Technical Training

Domain-specific training shall be provided through value-added and certificate courses, workshops and hands-on sessions in areas such as Good Manufacturing Practices (GMP), Good Laboratory Practices (GLP), quality assurance and quality control, analytical instrumentation, regulatory affairs, pharmacovigilance, clinical research, medical coding, clinical data management and hospital/community pharmacy practice.

6.3 Career Awareness and Industry Exposure

Expert lectures by industry professionals, industrial visits, career awareness sessions and alumni interactions shall be organised to acquaint students with career options, recruitment trends and workplace expectations.

6.4 Training Calendar

The indicative structure of training across programmes shall be as follows:

Stage	Indicative Training Activities
First and second year	Orientation, communication skills, basic computer skills, career awareness sessions
Pre-final year	Aptitude and reasoning, résumé building, domain workshops, industrial visits, internships
Final year	Intensive placement training, mock interviews and group discussions, company-specific preparation, placement drives
Postgraduate	Research and domain-specific training, clinical/industrial exposure, interview preparation

Note: The training calendar is indicative and shall be finalised each year by the T&P Cell in consultation with the Heads of Departments.

7. Internships and Industrial Training

1. Internships, practice school, industrial training and hospital/community pharmacy training shall be undertaken by students as prescribed in the PCI Education Regulations and the curriculum of MAKAUT for the respective programme.
2. The T&P Cell, in coordination with the departments, shall facilitate the identification of suitable pharmaceutical industries, hospitals, community pharmacies, research laboratories and other organisations for training, and shall issue recommendation letters to the host organisations.
3. Each student undergoing training shall be assigned a faculty mentor from the department, who shall monitor the student's progress.
4. Students shall abide by the rules, discipline, safety norms and confidentiality requirements of the host organisation during training.
5. On completion, the student shall submit a training certificate from the host organisation, together with the Internship / Industrial Training Completion Report (Annexure III), to the department for evaluation as per the curriculum.
6. Students may also undertake optional internships during vacations, with prior intimation to the department and the T&P Cell.

8. Student Registration and Eligibility for Placement

1. All final-year students desirous of availing placement assistance shall register with the T&P Cell by submitting the Student Placement Registration Form (Annexure I) within the notified period.
2. Registration shall be subject to the student's undertaking to abide by this policy and the rules of the T&P Cell.
3. Eligibility for a particular placement drive shall be determined by the criteria specified by the Recruiter (such as programme, academic performance, backlog status and year of passing). The T&P Cell shall circulate these criteria to all registered students before the drive.
4. Students must ensure that the academic and personal information furnished to the T&P Cell is accurate. Furnishing false information shall result in cancellation of registration and forfeiture of any offer obtained.
5. Students with low attendance in placement training programmes may be debarred from placement drives at the discretion of the TPO, after due notice.

9. Procedure for Campus Placement

1. **Invitation:** The T&P Cell invites Recruiters through the Institute's industry network, the IIPC, alumni and the JIS Group placement network.
2. **Job Notification:** On confirmation, the details of the Recruiter, job profile, eligibility criteria, compensation, location and selection process are circulated to eligible registered students.
3. **Application:** Interested and eligible students apply through the T&P Cell within the specified time. The list of applicants is forwarded to the Recruiter.
4. **Pre-Placement Talk:** The Recruiter may conduct a pre-placement talk to brief students about the organisation and the job role.
5. **Selection Process:** The Recruiter conducts the selection process, which may include written/online tests, group discussion, technical and HR interviews, on-campus, off-campus or virtually.
6. **Declaration of Results:** Results are communicated by the Recruiter to the T&P Cell and announced to the students.
7. **Offer and Acceptance:** Selected students receive offer letters through the T&P Cell or directly from the Recruiter, and shall submit the Placement Offer Acceptance / Confirmation Form (Annexure II) with a copy of the offer letter to the T&P Cell.
8. **Record Keeping:** The T&P Cell records the offer in the placement register and database.

10. Placement Rules and Offer Policy

To provide fair opportunities to all students, the following rules shall apply to campus placements, unless a different arrangement is approved by the Competent Authority for a specific drive:

Offer Category	Indicative Criterion	Further Eligibility
Regular Offer	Any campus offer	May apply only for Dream Offers thereafter
Dream Offer	Annual CTC at least 1.5 times the batch median of the previous year, or as notified	No further campus placement drives
Internship-linked / PPO	Pre-placement offer following an internship	As per the category of the offer
Off-campus / self-arranged	Offer obtained independently	To be reported to the T&P Cell; further eligibility as decided by the TPO

Note: Categories and criteria are indicative and may be revised each year by the T&P Cell with the approval of the Competent Authority.

- A student who has been selected and has accepted an offer shall not be permitted to appear for further campus drives except as allowed in the table above.
- A student who is shortlisted for a drive shall attend all stages of the selection process; withdrawal after applying shall be permitted only for valid reasons accepted by the TPO.
- Declining an offer after acceptance, or failing to join the Recruiter without a valid reason, shall render the student ineligible for further placement assistance.
- The Institute acts only as a facilitator. Terms of employment, including compensation, bonds, service agreements and joining dates, are matters between the Recruiter and the student. The Institute does not guarantee placement to any student.

11. Code of Conduct during Recruitment

Students participating in placement drives, internships and training shall observe the following:

- Report on time for all stages of the recruitment process in proper formal attire, carrying the Institute identity card and required documents.
- Maintain discipline and decorum and conduct themselves in a manner that upholds the reputation of the Institute.
- Not indulge in any unfair means during tests, interviews or assessments.
- Not contact Recruiters directly regarding campus drives, except through the T&P Cell or as permitted by the TPO.
- Keep their registered contact details and e-mail up to date and respond promptly to all communication from the T&P Cell.
- Inform the T&P Cell of any offer, internship or employment obtained through any other channel.

12. Industry Interaction and Employer Relations

The T&P Cell, in coordination with the Industry–Institute Partnership Cell (IIPC), shall:

- Enter into Memoranda of Understanding (MoUs) with pharmaceutical industries, hospitals, research organisations and training partners for internships, training and placement.
- Organise industrial visits, expert lectures, workshops and seminars by industry professionals.
- Invite industry experts to participate in curriculum review meetings and provide inputs on skill requirements.
- Collect structured feedback from Recruiters on the performance and preparedness of students, and share it with the departments for improvement.
- Extend professional courtesy and hospitality to visiting Recruiters and ensure the availability of the necessary infrastructure (rooms, computers, internet, audio-visual facilities) for placement drives.

13. Higher Studies, Entrepreneurship and Competitive Examinations

- **Higher studies:** The T&P Cell shall provide guidance and coaching support for GPAT, NIPER JEE and other examinations for postgraduate admission in India, and for GRE, TOEFL, IELTS and related examinations for studies abroad, and shall assist students with recommendation letters and applications.
- **Competitive and government examinations:** Students shall be guided on opportunities in drug regulatory authorities, public sector undertakings, hospital pharmacy services, defence services and other government recruitment.
- **Entrepreneurship:** Students with entrepreneurial interest shall be encouraged and guided, in coordination with the Institute's Entrepreneurship Development / Innovation Cell, on opportunities such as community pharmacy, contract services and start-ups.

14. Alumni Engagement

The T&P Cell shall maintain an active network of alumni and engage them in mentoring students, delivering expert talks, providing internship and placement leads, and giving feedback on the curriculum and training. The Cell shall maintain an alumni database including employment and higher studies details, in coordination with the Alumni Association of the Institute.

15. Financial Provisions

An annual budget for training and placement activities, including training programmes, external trainers, aptitude test platforms, hospitality for Recruiters, travel for off-campus drives and related expenses, shall be proposed by the T&P Cell and approved by the Competent Authority. Any fee charged to students for specialised training or

certification shall be approved by the Competent Authority, receipted in the name of the Institute and accounted for through the Finance & Accounts Office. No faculty, staff or student coordinator shall accept any payment, gift or consideration from a Recruiter or student in connection with placement.

16. Records, Reporting and Feedback

The T&P Cell shall maintain a consolidated placement register and database of all training programmes, internships, placement drives, Recruiters, offers and students progressing to higher studies or entrepreneurship, together with copies of offer letters. Feedback shall be collected from students, Recruiters and host organisations after each drive and training programme and used for continuous improvement.

An annual Training and Placement Report shall be compiled and placed before the Governing Body, and shall form part of the Institute's NAAC, NBA, PCI, and NIRF compliance reporting. Departments shall review training and placement status at each department review meeting.

17. Grievance Redressal

Any grievance of a student relating to training, internship or placement shall first be submitted in writing to the TPO. If the grievance is not resolved within fifteen (15) working days, the student may appeal to the Director/Principal, whose decision shall be final. Grievances may also be raised through the Institute's Student Grievance Redressal mechanism, as applicable.

18. Non-Compliance and Disciplinary Provisions

Violation of the code of conduct, misrepresentation of information, use of unfair means, absence from a drive after applying, reneging on an accepted offer, or any act bringing disrepute to the Institute before a Recruiter or host organisation shall be treated as a violation of this policy. Such violations may result in one or more of the following:

- Written warning by the TPO.
- Debarment from one or more placement drives, or from all further placement assistance.
- Cancellation of registration with the T&P Cell.
- Referral for disciplinary action under the Institute's student disciplinary rules or service rules, as applicable.

19. Amendment and Review of Policy

This policy shall be reviewed once every three years, or earlier if required by changes in PCI/NAAC/NBA/MAKAUT guidelines, applicable law, or Institute needs. Operational matters such as the training calendar and offer categories may be notified annually by the T&P Cell with the approval of the Competent Authority. Any other amendment shall require the approval of the Governing Body of GNIPST and shall be communicated to all students, faculty and staff through official circulars.

20. Approval

This Training and Placement Policy have been recommended by the Training & Placement Cell and is placed for approval before the Governing Body of Guru Nanak Institute of Pharmaceutical Science and Technology.

Prepared by
(Training & Placement Officer)

Date:

Recommended by
(Director / Principal)

Date:

Approved by
(Chairperson, Governing Body)

Date:

Annexure I – Student Placement Registration Form

1. Name of Student	
2. Programme (D.Pharm / B.Pharm / M.Pharm / Pharm.D) & Specialisation	
3. University Roll No. / Registration No.	
4. Year of Passing	
5. Date of Birth	
6. Contact Number & E-mail Address	
7. Academic Record (Class X, Class XII / Diploma, CGPA/percentage to date)	
8. Number of Active Backlogs (if any)	
9. Internships / Training Completed	
10. Career Preference (Placement / Higher Studies / Entrepreneurship)	
11. Preferred Job Domain (Production, QA/QC, R&D, Regulatory, Clinical Research, Sales & Marketing, Hospital Pharmacy, Other)	
12. Undertaking: I have read the Training and Placement Policy and agree to abide by it. The information furnished is true. Signature of Student & Date	
13. Verification by Department Coordinator / TPO	

Annexure II – Placement Offer Acceptance / Confirmation Form

1. Name of Student	
2. Programme & Department	
3. University Roll No.	
4. Name of Recruiting Organisation	
5. Mode of Recruitment (On-campus / Off-campus / Pool / PPO)	
6. Designation Offered	
7. Job Location	
8. Annual CTC Offered (₹)	
9. Date of Offer & Expected Date of Joining	
10. Declaration: I accept the above offer and understand the Placement Rules in Section 10. Signature of Student & Date	
11. Copy of Offer Letter Attached (Yes / No)	
12. Remarks & Signature of TPO	

Annexure III – Internship / Industrial Training Completion Report

1. Name of Student	
2. Programme, Year & Department	
3. University Roll No.	
4. Name & Address of Host Organisation	
5. Type of Training (Internship / Industrial / Hospital / Community Pharmacy / Practice School)	
6. Period of Training (From – To) & Total Hours	
7. Departments / Sections Covered	
8. Summary of Work and Learning Outcomes	
9. Name & Designation of Supervisor at Host Organisation	
10. Training Certificate Attached (Yes / No)	
11. Remarks of Faculty Mentor	
12. Remarks of Head of Department / TPO	