

## PLACEMENT

### **Policy:**

To facilitate timely placement with 3 months of IoBM Graduates for employment and Students for internships in reputed business organizations and entrepreneurial ventures.

### **Major Responsibilities:**

1. Maintain up-to-date information of job/internship opportunities.
2. Maintain Website of IoBM graduates and interns seeking employment/internships.
3. Produce and circulate, to prospective business organizations, relevant info on Graduates/Students seeking Jobs/Internship.
4. Publication of Graduate Directory
5. Maintain effective Public Relations with corporate HR decision makers.
6. Organize interviews of Graduates/Students with prospective business organizations.
7. Guide and orient Graduates/Students to be good interviewees/interns.
8. Manage Evaluation of Internship Reports.
9. Supervise and train subordinates.
10. Carry out any other responsibility assigned by the department Head.

## INTERNSHIP

### **Policy:**

To facilitate timely placement of IoBM Students for internships in reputed business organizations and entrepreneurial ventures to give practical business experience. As per Government of Pakistan's Higher Education Commission's (HEC) requirement for awarding respective degrees, Internship is compulsory for all final year students of Bachelor's and MBA (Regular) degree programs. Duration of internship is Six (6) consecutive weeks.

### **Main Activities of Internship Section:**

- Maintain up-to-date information of internship opportunities.
- Maintain Website of IoBM interns seeking internships.
- Produce and circulate to prospective business organizations, relevant info. on Students seeking Internship.
- Maintain effective Public Relations with corporate HR decision makers.
- Organize Drives & interviews of Students with prospective business organizations.
- Guide and orient Students to be good interviewees / interns.
- Manage Evaluation of Internship Reports & Survey forms.