

OFFICE MEMORANDUM  
Imphal 13<sup>th</sup> June 2020

DETAILS F THE PLACEMENT AND CAREER GUIDANCE CELL

This memorandum of understanding is entered into by and between Saraswati Institute of Management and Para Medical Sciences, Pangei and students with mutually beneficial. The areas of co operation may include , subject to mutual consent, any desirable and feasible activity that would further the goals of the institute .

#Action taken Report of Career Guidance and Placement Cell :

- 1) Lectures organised in the current session & latest information regarding job avenues provided to the final year students.
- 2) Students would be told how to prepare their resumes.
- 3) The student will be taught in all basic pharmacy subjects as per the qualification pack.
- 4) Evaluation of the candidates on daily basis after completion of each topic will be carried out , marks will be allotted and intimated to the trainees and counselling for improvement will also be undertaken by faculty.
- 5) Time to time information regarding vacancies in various fields are displayed on the board.
- 6) There is a separate section of placement cell on competitive books in the library.
- 7) Recently efforts have been made to some small scale to accept on behalf of the institute
- 8) We are making efforts to organize job fairs in the future.

\*Career guidance and placement cell:

Sl.No	Name	Designation	Contact no.
1)	Monica Moirangthem	Placement Officer	(7630886847)
2)	Ningombam Romila Chanu	In Charge	( 9666173692)

  
13/5 Jun 20  
TRUSTEE