



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

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TRAINING, PLACEMENT AND CAREER GUIDANCE CELL

STANDARD OPERATING PROCEDURE

1. Objective

The objective of a Placement and Career Guidance Cell is to help students make informed decisions about their careers, foster professional development, and provide support in navigating the professional arena successfully.

2. Composition of the Placement and Career Guidance Cell:

The Placement and Career Guidance Cell is comprised of the following members:

- Career Guidance Coordinator (A senior faculty)
- Secretary (A senior faculty)
- Faculty Advisors (representing different medical specialties)
- Alumni Mentors (optional but recommended)
- Industry Liaison Officer (Faculty)
- Administrative Staff (Optional, to assist with logistics)

AMENDMENT: Due to change in the Dean, committee members have been changed

COMMITTEE MEMBERS

Sno	Name	Designation/Department	Position Held
1.	Dr.R.Jayanthi	Dean	Chairperson
2.	Dr. S U Abinayaah	Associate Professor, ENT	Secretary
3.	Dr Jayameena J	Assistant Professor ,OBG	Coordinator
4.	Dr. Gnanam	RMO	Industry Liaison officer
5.	Dr. Mohanalakshmi	Professor, Biochemistry	Member
6.	Dr. Janagan	Professor, Pharmacology	Member
7.	Dr. Karthik Raja	Associate Professor, Dermatology	Member
8.	Dr. Eswar Ramakrishnan	2011 – 12 batch Alumni	Alumni mentor



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3. Responsibilities:

3.1 Career Guidance Coordinator:

Oversee the day-to-day operations of the Placement and Career Guidance Cell.

Act as the central point of contact for students seeking career advice.

Collaborate with faculty, alumni, and industry partners for career-related programs.

3.2 Faculty Advisors:

Provide individualized career guidance to students based on their interests and skills.

Conduct workshops and seminars on career development within the field of Medicine.

Facilitate connections between students and professionals in different medical specialties.

3.3 Alumni Mentors:

Serve as mentors to students, offering insights into various career paths.

Share their professional experiences and provide guidance on career decisions.

Participate in networking events and career-related workshops.

3.4 Industry Liaison Officer:

Establish and maintain relationships with medical industry partners.

Organize internships, externships, and industry visits for students.

Stay updated on industry trends and convey relevant information to students.

3.5 Administrative Staff:

Assist in organizing career workshops, seminars, and events.

Maintain records of student interactions and career counseling sessions.

Ensure effective communication between the Career Guidance Cell and students.

FUNCTIONS

- To assist students in making informed career choices.
- To provide guidance on academic and professional pathways.
- To facilitate skill development and career readiness.
- To establish connections with employers and industry experts.
- To organize career counseling sessions, career guidance programs and NEET training for undergraduates.
- To facilitate placement through Alumni and peer interactions



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5. Career Guidance Services:

5.1 Individual Counseling:

Conduct one-on-one counseling sessions to address specific career concerns.

Assist students in setting career goals, planning for postgraduate studies, and navigating the job market.

5.2 Workshops and Seminars:

Organize workshops on resume building, interview skills, and professional development.

Arrange seminars with guest speakers to provide insights into various medical specialties.

5.3 Internship and Residency Guidance:

Provide information and guidance on securing internships and residencies.

Facilitate connections between students and medical institutions for practical experience.

5.4 Networking Opportunities:

Organize networking events, allowing students to connect with alumni and industry professionals.

Foster mentorship programs to enhance students' professional networks.

6. Resource Center:

Maintain a resource center with information on medical specializations, further education options, and career opportunities.

Regularly update resources to keep students informed about industry trends.

7. Collaboration with Industry:

Collaborate with medical industry partners to provide real-world insights.

Organize industry-focused events and guest lectures.

8. Evaluation and Feedback:

Collect feedback from students to assess the effectiveness of career guidance services.

Use feedback to continually improve and tailor services to student needs.

9. Communication:

Regularly communicate career-related information to students through various



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channels, including email, newsletters, and social media.

10. Continuous Professional Development:

Encourage faculty members and career counselors to engage in professional development opportunities to stay updated on industry trends.

11. Meetings and Decision-Making

The Committee shall formally meet six months once to plan for the career guidance activities of the aforementioned year.

Documentation and Reporting:

Maintain detailed records of career counseling sessions, events, and student outcomes.

Prepare periodic reports on the activities and impact of the Placement and Career Guidance Cell.

12. Review and Updates:

Periodically review and update the SOP to align with changing career trends and student needs.

13. Approval and Implementation:

This SOP is approved by Dean, SMMCH&RI and will be reviewed annually or as needed.

IQAC COORDINATOR

DEAN

DEAN

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