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NOTIFICATION NO. KU/POL./2022/001

Date: 06th January 2022

**Subject: Karnavati University - Rules related to the Establishment of
Corporate Resource Centre (Issue 01 Revision 00)**

Karnavati University hereby notifies 'Rules related to Establishment of Corporate Resource Centre' as appended herewith. These rules shall regulate the procedures for the corporate placement of the students and internship/training.

This comes into immediate effect.


Tariq Ali Saiyed
Registrar



**Enclosure: Karnavati University - Rules related to the Establishment of
Corporate Resource Centre (Issue 01 Revision 00)**

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Rules related to Establishment of Corporate Resource Centre

Policy Title	Rules related to establishment of Corporate Resource Centre
Key Stakeholders	Students, Director- Internships and Placements
Approved on	6 th January 2022
Date Effective	7 th January 2022
Next Version	
Relevant Policies	Corporate Placement Policy Rules and Regulations for Internship and Training of students
Relevant Committees	Internship & Placement Committee
Cells/Centres	
Related guidelines	

1. Short title

These rules shall be called the “*Rules related to establishment of the Corporate Resources Centre*”.

2. Objective

These rules are framed to achieve the following objectives –

- i. Regulate the procedures for the corporate placement of the students;
- ii. Regulate the procedure for internship/training;
- iii. Provide support to the students availing placement and internship/training assistance;
- iv. Setting up a two-tier mechanism for regulating placement and internship/training assistance.

3. Corporate Resource Centre

- i. The university shall constitute a Corporate Resource Centre (hereinafter referred to as CRC) at the University level,
- ii. **Powers and Functions –**
 - a. It shall perform all such functions and powers as provided under the “*Corporate Placement Policy*” and the “*Rules and Regulations for Internship and Training of Students*”;
 - b. It shall constitute an Internship and Placement Committees to assist the CRC in achieving its objectives and perform such functions as delegated by the CRC;
 - c. It shall act as a facilitator between the prospective employer and the students;
 - d. It shall ensure the effective implementation of “*Corporate Placement Policy*” and the “*Rules and Regulations for Internship and Training of students*”.

4. Internship and Placements Committee – Composition, Tenure, Powers and Meetings

- i. The Internship and Placement Committee (hereinafter referred to as Committee) shall be constituted by the CRC at the University level, it shall coordinate with the constituent Institutes;
- ii. The Committee is not a placement agency and it is not bound to award internships and placements;
- iii. **Composition –**
 - a. Director – Internships and Placements, who shall be the Chairperson;

- b. One (1) - Two (2) teaching members shall be nominated by the Head of the Department of the respective constituent Institute of the University, who shall act as the Coordinator from the respective constituent Institute.
 - c. The members shall have the power to nominate five (5) - six (6) students (of the subsequent batch, from the batch who are availing the internship and placement assistance) from their respective constituent Institute of the University to participate in the Internship and Placement process.
- iv. **Tenure** – The chairperson and the nominated teaching members of the Committee shall be the member for a period of one (1) year, and are subject to re-appointment for another term. The other members shall be appointed for a period of one (1) year only, and on the expiry of their term they shall not be re-appointed.
- v. **Powers and Functions** –
- a. It shall co-ordinate with the placement and internship/training activities at the Institute level,
 - b. Provide assistance and facilitate the students in availing placements and internship/training as the case may be,
 - c. It shall assist the CRC in the effective implementation of the “*Corporate Placement Policy*” and the “*Rules and Regulations for Internship and Training of students*”.
 - d. It shall have all the powers and perform all the functions as per the “*Corporate Placement Policy*” and the “*Rules and Regulations for Internship and Training of students*”.
- vi. **Meetings** –
- a. The Committee shall meet at least four (4) times in an academic year, the quorum shall be one-third (1/3rd) of the members.
 - b. The minutes of the meeting shall be prepared by the chairperson and signed by all the members present. A copy of the minutes shall be sent to all the members within fifteen (15) days from the date of the said meeting.