

CDC-INU Policy and Work Plan

CDC-INU Career Development Center IQRA National University

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1. About CDC-INU

The Career Development Center IQRA National University (CDC-INU) offers an ever-increasing range of services to undergraduate and graduate students in all areas of career planning, including job and higher education placements. It facilitates employers to identify appropriate candidates and connects students with successful professionals from multiple industries, which helps them develop their professional skills and match their skill set with the needs and requirements of potential employers.
We strive for excellence in career guidance and placement services to benefit undergraduate and graduate students by providing a variety of career opportunities through job and higher education placements within and beyond Pakistan. For career progression, we aim to place our graduates in professionally developed organisations and provide a platform for our students to interact with renowned professional trainers of the industry to enhance their skill set at advanced levels.

1.1 Vision

We envision to be recognized as a premium career service provider, facilitating INU students and graduates. We encourage them to pursue optimal academic and professional careers, while inculcating ambitious policies and practices and maintaining the highest degree of personal and professional integrity in our endeavours.

1.2 Mission

The Career Development Center at Iqra National University is dedicated to facilitating the career growth and professional success of its undergraduate and graduate students. The Center strives to build strong linkages between academia and industry by connecting students with employers, professionals, and higher education opportunities. Through career counselling, skill development initiatives, industry engagement, and placement services, CDC aims to equip students with the competencies, exposure, and guidance necessary to meet the evolving demands of the national and global job markets.

1.3 Career Guidance

Considering the requirements of a competitive job market, the importance of professional development, along with academic excellence, cannot be overstated. Training opportunities for professional development enable students to gain confidence in the work they do and build credibility as they continue to acquire new skills.

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1.4 Scope of CDC-INU

For the said purpose, we frequently organise a wide range of coaching activities which include simulated interviews, guest speaker sessions, and mock assessments to polish cognitive skills and enhance the employability skills of students. To conduct these activities, we engage high-profile and experienced professionals from multiple industries and corporate sectors, and a fairly large number of students attend these activities. We exclusively focus on the following specialised areas for skill development of INU students:

- Resume Writing
- Interview Skills
- Goal Setting and Exploring Progressive Careers
- Corporate Ethics
- Personal and Interpersonal Skills
- Personal Branding and Employability Skills
- Negotiation Skills and Accepting/Declining Job Offers
- Optimising the Use of LinkedIn and Networking Techniques
- Exclusive Coaching Sessions and Workshop Trainings for Students
- A Series of Mentorship Sessions for the CSS Examination
- Guest Lectures by Renowned Islamic Scholars on Ethical and Moral Development
- Awareness Sessions on Health, Safety, and Emergency Preparedness Drills

2. Meet Your Career Counsellor

The CDC-INU team also provides specific guidance to students to help them explore appropriate careers based on their individual requirements and skills. Students can frequently Visit the CDC-INU office to seek counselling on the following:

- Effective Resume Writing
- Employability and Interview Skills
- Exploring Prospective Careers & Internship Opportunities
- Graduate study abroad & Scholarship Opportunities
- International Certifications related to their degree programs

2.1 Students Exposure Program

- Internship
- Community Service
- Apprenticeship
- CDC Organisers Certificates
- Volunteer work

2.2 Internship Policy as per HEC for Undergraduate programs in the University

A mandatory component of the practical requirement will be an internship. The purpose of the internship is to expose students to real-life work environments before they graduate. In order to meet this requirement, internships will be governed by the following guidelines:

2.3 Standard Internship under Student Exposure Program

The standard internship will typically be in the summer and after the fourth semester; it will be at least 6 to 8 weeks in duration, and will take place at a designated host institution.

2.4 Host Institution

The following may serve as a host institution:
(i) A government organisation, in any of the three main branches of government, executive, legislative, or judicial, in national, provincial, or local governments, or
(ii) An autonomous body or attached department of a government agency, or
(iii) A business enterprise, or
(iv) An academic institution, or
(v) An NGO.

2.5 Prior Agreement

CDC–INU will enter into prior agreements with potential host institutions to facilitate student internships and volunteer opportunities through formal Memorandums of Understanding (MoUs). Through these collaborations, partner organisations will also be invited to deliver guest lectures, professional sessions, and industry talks for students. Furthermore, these partner institutions will support the university by offering internship opportunities, job placements, and career guidance to INU students, thereby strengthening the linkage between academia and industry.

2.6 Career and Placement:

CDC-INU will serve their student body, including students enrolled in other campuses of INU in the form of a recruitment drive, sharing open positions with students and guiding them to apply and process his/her application for a suitable open job position.

3. Monitoring and Evaluation

CDC-INU will assign a respective focal person to monitor and evaluate the quality of work of each student-internee (e.g., papers or reports submitted, employers' feedback, or other

prescribed indicators of performance), and these evaluations will be made part of the students' permanent record.

3.1 Certification

On successful completion of the internship or volunteer tasks, students will be awarded a certificate of completion. Students should submit proof of certificate along with the report and supporting documents after instructions from the concerned focal person of the department.

3.2 Special Provisions

In some cases, students will have the option of fulfilling their internship requirements through other means.BS students are required to complete a standard internship**.**

Students in professional degree programs have the option to either complete a standard internship, or, if their program requires an alternate form of practical experience, to have that Experience counted in lieu of the standard internship.

Students in Art and Design programs also have an option, either to complete a standard internship at any time after their first semester; or, to fulfil the requirement in the form of an attachment with a host institution for a total of 360 hours during the course of their studies.

The above-mentioned SEP policy will be followed for all undergraduate programs in Iqra National University Peshawar Campus. Focal persons from all departments are directed to share this policy with their concerned department's HOD for any further changes or modifications if necessary.

4. Community Service

Volunteering is a voluntary act of an individual or group freely giving time and labour for service. Many volunteers are specifically trained in the areas they work, such as medicine, education, or emergency rescue. Others serve on an as-needed basis, such as in response to a natural disaster, etc.

5. Apprenticeship

An apprenticeship is first and foremost a job and comes with substantial training and the development of transferable skills, which is beneficial to the employer and the students. The goal for our apprenticeship programs is to provide students with advanced skill sets that meet the specific needs of employers.

6. Data Collection

Data is collected after four years of the degree program for a certain batch through an indirect method, including employer feedback, alumni survey and Google Forms. The employer and alumni feedback survey is carried out by CDC-INU. CDC-INU evaluates the collected data against selected KPIs and generates a comprehensive report. This report is forwarded to the Principals for corrective actions. Principals initiate the corrective action if required.

6.1 Corrective Action

The corrective actions if required, are initiated by the head of department over the CDC-INU report. The corrective actions include:

- Revision of curriculum/strategies.
- Revision of assessment methods.
- Revision of KPIs for Program Educational Objectives.
- Revision of PEOs.

The corrective actions (if required) are further discussed with the PEOs committee. The finalised recommendations on the revisions are forwarded for discussion in BoS, BoF, and AC meetings. After approval from BoS, BoF and AC, the changes are forwarded to Principals for implementation.

7. Recruitment Drives

Hunting top talent is a heated competition in the corporate world, and every company wants to grab talented individuals at the earliest. To quench this thirst for talent, leading companies rush towards academic institutions, creating a competitive atmosphere within universities and Colleges.

A notable number of national & international companies from multiple sectors approach CDC-INU every year to tap the top talent of Pakistan. We facilitate INU recruiting partners efficiently and provide full support in conducting their on & off Campus hiring processes. Students are also motivated to participate actively in all recruitment activities.

8. Alumni Association

The **Alumni Association of IQRA National University** aims to strengthen lasting relationships between the university and its graduates. It serves as a professional network that connects alumni with the institution, promoting collaboration, mentorship, and career development opportunities while supporting the university's growth and excellence..

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Team CDC

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