

Scope

This plan covers the employees, students, and visitors to Access Careers.

Safety and Health Plan:

The purpose of the Comprehensive Safety and Health Plan is to create and maintain a safe and healthful work place free of recognized hazards that may cause harm to employees. This plan is consistent with the guidelines set by New York State Education Department, Bureau of Proprietary School Supervision (BPSS).

The policy states:

“Effective management of health and safety at Access Careers is fundamental to delivering excellence in teaching and training. Health and safety should be a concern to everyone since our mutual efforts and vigilance are necessary to eliminate incidents that result in personal injury and loss of property. The majority of injuries and property loss are costly and preventable. Through the dedicated efforts of everyone involved, we can maintain a safe and healthy environment while accomplishing the mission of the school. Access Careers will make reasonable efforts to provide a safe and healthful working environment for all employees, students and others who may utilize the school’s facilities. All school departments/units will develop and implement safety policies and procedures that promote an injury free environment. Anyone engaged in School related activities must exercise personal responsibility and care to prevent injury and illness to themselves and others who may be affected by their acts or omissions. No person shall intentionally interfere with or misuse anything provided by the School in the interests of health and safety. Only properly trained individuals are permitted to use tools or operate equipment, vehicles and machines that require specific safety training for safe operation. Faculty and staff administrators will be held accountable for fulfilling their safety responsibilities. Flagrant disregard of the School’s safety policies and procedures may result in the disciplinary actions. Priority should be given to safe working conditions and job safety practices in planning, budgeting, direction, and implementation of school’s activity.”

Responsibilities:

Everyone with supervisory responsibility (faculty and staff) is to help in assuring that safe working conditions exist. Supervisors provide training for accident prevention, as necessary for those under their direction. School Administration staff members will review incident and accident reports and recommend procedures to resolve any other safety issues. All personnel will be encouraged to bring up any safety issues with their supervisor, or by directly contacting the designated Safety Monitor in the Front Office.

The Safety monitor’s responsibility includes:

- Auditing the safety program to assure compliance
- Keeping the accident prevention program up-to-date
- Scheduling health and safety training as required.
- Working with supervisors and employees to resolve safety complaints
- Keeping safety bulletin boards up-to-date
- Maintaining safety records such as copies of accident reports, training records, safety inspection reports, etc.
- Keeping all personnel aware of current safety concerns



Safety and Health Orientation for New Students, Faculty & Staff Members:

All new Students, Faculty & Staff Members must receive instruction on the following:

- Procedures for reporting fire, police, or medical emergencies
- Procedures for evacuation during an emergency
- The locations of fire alarm pull stations and fire extinguishers
- Procedures for reporting all accidents and incidents to supervisors and filling out Accident/Incident Report form which is available from all administrative office
- Procedures for reporting unsafe conditions or acts to supervisors. They are to, when possible, take action to correct unsafe conditions (e.g. wiping up small, non-toxic spills, or remove a tripping hazard)
- Location of first-aid kits
- Identification and explanation of all warning signs and labels used in the work area
- The use and care of any required personal protective equipment
- Description of safety training employees are required to attend

Self Inspection of Work Site:

Supervisors conduct periodic inspections of work areas under their supervision using a self-audit safety form. In addition, supervisors continually check work areas for unsafe conditions and practices so immediate corrective action can be taken. An annual self-audit inspection will be done of all work areas by the Safety Committee. The attached self-audit safety forms will be used and corrective action for problems will be noted on the forms. Files of completed self-audits will be maintained by the Safety Committee in the administrative office's permanent file.

Safety Meetings:

The School's units are encouraged to meet periodically to discuss safety and health issues, and to receive new information that becomes available. Employees should also use this time to express concerns or ask questions about health and safety, although they are encouraged to raise safety concerns at any other time. We are unable to mandate regular meetings due to the varied schedules worked in the areas.

Accident Reporting and Investigation:

All accidents and near accidents (incidents) are to be reported on the Accident/Incident Form and must be submitted to the Safety Monitor for the permanent records.

All accidents and/or near accidents are investigated by the supervisor and the investigation results documented on the Accident/Incident Report. Supervisors may request the assistance of all related personnel to investigate any accident and especially to recommend any corrective action to prevent a recurrence of the accident.

First Aid:

First-aid supplies and first-aid certified individuals are stationed in all work areas. A measure to provide immediate first aid attention to personnel who suffer minor injuries, at least one personnel is trained in first aid and CPR.



Emergency:

In the event of a major emergency, employees are asked not to leave without notifying their supervisor or the designated emergency coordinator first. Employees who have critical emergency duties are asked to remain on campus to address the immediate response before departing. In case of emergency please note the following numbers:

Emergency Number (Fire, Police, Ambulance):

dial 911

Non Emergency Number: (Police):

dial 311

Business Owner:

dial 516.818.9119

Emergency Care for Injury and Sudden Illness:

Although medical emergencies rarely occur in schools, the potential does exist. The school has responsibility for the safety and well-being of students during the hours of school attendance, while on school property, or during school-sponsored activities. Every student will be required to provide the following emergency information at time of enrollment:

- Address and Phone Number of person to be contacted during emergency

This information will be required annually and will be kept on file in an accessible location at each school. In the event of serious injury, student will be taken to nearest hospital. An employee will wait for the ambulance service and direct the Paramedics to the proper department quickly. A school Director or its designee will accompany the student to the hospital and remain with students until the contact person arrives. Efforts to notify the contact person(s) will continue until they are completed.

The School Director will report immediately of any serious injuries suffered by students or teachers while under the jurisdiction of the school. Any staff member who witnesses an injury, or assist with care of an injury/illness will complete the injury report.

The students or staff members who object to the procedures contained in this policy are responsible for submitting to the School Director a written emergency plan for his/her approval.

Personal Protective/Safety Equipment:

Employees and students must wear personal protective/safety equipment when required by regulation or when it is determined that personal protective equipment is required for an extra level of employee protection or comfort.

Employees are informed of the specific personal protective/safety equipment requirements for their position on the following occasions:

- During New Employee Safety Orientation conducted by their supervisor
- When a job procedure changes, requiring a change in personal protective/safety equipment
- During safety meetings
- As a regular part of any written safety procedure or standard operating procedure



Fire and Safety:

The building has an exit procedure to be followed in case of a fire. This procedure is rehearsed in periodic drills which are performed every quarter; however, staff and faculty are requested to discuss them with students so that no one is completely unprepared if there is an emergency.

The facility has posted safety maps denoting first aid stations, exit routes, fire extinguisher locations, and special hazard areas. A copy of the map is displayed at safety bulletin board. The facility is routinely inspected by the City of Hempstead Fire Department for compliance.

In the event of a fire, leave the building by means of the stairways and proceed down to the back of the parking lot. Fire Department regulations require that this area be cleared to facilitate their operations.

**NEVER use the Elevators in a Fire, Storm or Weather
Emergency. ALWAYS use the stairways**

Natural Disasters:

In the event of a ***Natural Disaster***, the following procedures should be followed:

1. **Hurricanes:** Stay away from windows. Stay inside the school building if not instructed to evacuate.
2. **Floods:** Move to the second floor of the building. Do not evacuate unless instructed to do so
3. **Severe Storms:** Stay inside school property and move away from windows, water, faucets, sinks and anything metal. Do not use the telephones. Turn off and unplug computers and any other electrical equipment.
4. **Snow Storms:** To protect all students and faculty, *Access Careers* will cancel all classes and clinical externships when these weather conditions threaten the area. Please tune the radio or television to a local station for current news. When it is announced that Nassau County Public Schools are closed, *Access Careers* will also be closed for all activities. Check the school website to find out when classes will resume. If the school has sustained damages, it will not reopen. A phone recording will relay this information. In the event of a weather emergency or cancellation of school, students are to follow the decisions of the Nassau County School Board.

Safety Bulletin Board:

There is a Safety Bulletin Board located near the administrative office, near the class room and offices of all personnel.



Emergency Evacuation:

In the event that a building must be evacuated for the protection and safety of members of the community, students and employees are asked to move quickly from the premises to a location specified by Public Safety Officer.

1. No one will be permitted to return to his or her office/classroom until Public Safety Officer feels confident the emergency is resolved.
2. Evacuation of a building does not mean employees are permitted to leave work for the remainder of the day or that class is canceled.
3. If it appears the evacuation will be for an extended period of time, the Facilities Coordinator will inform the faculty of other available classroom space and the Director of Human Resources or his/her designee will coordinate administrative personnel to a temporary office location.
4. If the situation takes place in a classroom building during evening hours; the Public Safety staff will work with the faculty to find suitable locations for classes.
5. If a situation arises that calls for evacuation of all buildings, school personnel and students should report to the front of the building.

Chain of Command Call System

1. The School Director will receive all important updates and will then notify faculty to confirm that the school is closed and/or if the school has reopened.
2. Department supervisors are responsible for contacting their department's staff. Instructors will have a class list with students' telephone numbers on it and will be required to call their students.
3. Once a storm has passed and the faculty receives word from the School Director, each faculty member will contact their students to update them with important information. Teachers have a class roster for attendance purposes with every student's phone number available.
4. Administration will contact department supervisors who will then contact their respective team of co-workers.
5. There will be a voicemail recording of the latest data regarding school closure and a posting on the schools website: www.accesscareers.net

In the event of snow, heavy rains, or other unusual weather conditions creating hazardous travel during working hours the School Director will decide if and when the office will be closed early to permit employees to leave. If such weather conditions occur at night or on weekends, you must use your own judgment. We do, however, expect all employees to make every reasonable effort to report to work.

This plan will be reviewed annually by governing body and necessary amendments will be made, if and when needed.

1. The Scope and Availability of the services

The Media Center is available to student during regular school hours, their lunch breaks and after school. Media Center hour are from 10:00am -8:00pm Mon-Thurs. and 10:00am-4:00pm Fri-Sun. In order to enhance the academic learning received by instructors and facilitate overall academic performance, Access Careers has a Media Center that includes a library and instructional supplies designed for student and faculty use.

2. A variety of current and relevant educational materials reference books; periodicals and manuals of a business, professional, technical, and industrial nature; audio visual material and equipment; internet access; and other materials to help fulfill the institution's purposes and support its educational programs.

The library's capacity is approximately two students. It contains various computers with Internet access (internet resource list is available), books, magazines, journals, encyclopedias and DVD's that support the institution's purposes and educational programs. Students may review books and magazines on campus, however, no literature may leave school grounds. The library is intended to encourage studies and assist students with research. Videotapes, DVDs and online videos maybe viewed by students, with the use of a projector online training videos, maybe accessed by instructors for instructional purposes. Televisions and VCR/DVD players to accommodate instructional videos/DVD are stored in the instructors' workroom and the library and are available to be checked out by instructors in the mornings before school. Projectors are available in classrooms and computer is located in the library for instructors to utilize for the purpose of showing media during class.

3. The staff person (administrative, supervisory, or instructional) responsible for the implementation and coordination of the media center)

The Assistant Dean is responsible for the operation and maintenance of the Media Center.

To ensure that students and instructors utilize the resources and services in the process of learning, the Media Serves Coordinator communicates with the instructors to encourage students to utilize the library, especially to aid in completing assignments. Computers with Internet access are also available to accommodate students' research needs. After initial instruction and approval by a member of the faculty or staff, a student is granted access to a computer.

The Media Serves Coordinator receives input from instructors regarding supplies, equipment and learning resources. In addition, she also keeps an inventory of these items. The Media Serves Coordinator is the staff member responsible for the implementation and coordination of the media services. When the Media Serves Coordinator is not available, an instructor is delegated these responsibilities.

4. Roles and responsibilities of designated staff members:

The roles and responsibilities of all staff members are to maintain organization and cleanliness of the library. Faculty and staff must communicate with each other about any issues relating to media services such as lost or damaged references, inventory updates and technical problems. Student and faculty input are used to improve the institution's media services.



5. Orientation for user groups (i.e., Instructors, students and others)

Our media center can be utilized by instructors, students and guests. Orientation for each user groups varies:

a. Instructors

When a new faculty member is hired, he/she receives an orientation packet, a job description form and a tour of the campus. Along with general school policies and procedures, library rules are also explained. Thereafter, it is the instructor's responsibility to reference the Media Center Usage Policy and Procedures.

b. Students

A student is acquainted with media services at the time of his/her enrollment. The Director of Admissions gives every student a complete tour of the campus and provides general information about the library. In addition, our institution's catalog identifies the library under Student Services; all students are provided with a catalog. Instructors give a full media services orientation to all students the first day instruction begins during time allotted for computer learning within their regularly scheduled class time.

c. Guests

During normal school operating hours, invited guests are cordially welcomed to our facility, given a brief tour and made aware of our educational center. Reference materials are accessible to guests but may not be removed from school grounds.

6. Facilities essential for using media.

The institution has the Resource Center located in the Library. This is a facility designed to be utilized for media purposes. Internet access is provided, print publications are accessible for instructor use.

7. Annual budgetary support for the services.

An annual budget is developed to support our institution's media services. This budget outlines the essential materials needed to continue our goal of having proper media available to students. These figures include the purchase of additional periodicals, materials and supplies. See budget for more information.

8. Evaluation of the effectiveness of the media center services and utilization of the results to modify and improve media services.

Evaluation of the effectiveness of media services is achieved through distribution of the *Media Services Evaluation* to students. This survey gives students the opportunity to rate our media services on different criteria. Furthermore, the form invites students to comment on their experience. Faculty members distribute this form to their students typically at the culmination of a program. However, since forms are regularly available in the library, students are free to complete and submit one to his/her instructor at any given time. Evaluation of our media services plan is also expanded to include the faculty, administration and advisory committee. These evaluations are used for the purpose of improving the media services provided for our students.

9. A current inventory of media resources is maintained.

An inventory of media resources is maintained by the Media Serves Coordinator and housed in the office.

10. Provisions are made for necessary repair, maintenance, and/or replacement of media equipment and supplies.

The provision to repair, maintain and or replace equipment or supplies is included in the Plan for the Repair, Replacement and Disposal of Obsolete Equipment. This Plan provides for all equipment and supplies on campus to be repaired, maintained and/or replaced when needed.

11. Services for creating instructional media (both print and non-print) are adequate and appropriate to support all students and faculty in meeting the objectives of the education program.

Adequate services are provided for creating instructional media (both print and non-print) to appropriately meet the educational needs of the students and support the faculty in doing so. Request for supplies and instructional materials are submitted to the campus director for approval.

12. Media Services, facilities and materials are accessible and available for use by students and instructors.

Media Services materials are accessible from Mon. – Thurs. 10:00am-8:00pm and 10:00am -4:00pm on Fri-Sun. Students may request access to the Media Center at any time from the Media Serves Coordinator or an Instructor if the Media Serves Coordinator is not available.

13. The institution has a line item in the annual budget to support the learning resources at the institution.

The institution's annual budget will reflect a line item for learning resources.

PLAN FOR PHYSICAL FACILITIES

In order to be a leader in the community and offer quality educational services to benefit everyone, Access Careers has a plan to improve and maintain the physical facilities.

The facilities are adequate, safe and clean. All utilities for the various areas are appropriate. A Janitorial Service Company has been hired by the school for cleaning the class rooms and the school.

On a daily basis, the person who discovers a physical problem or identifies a maintenance need reports it to the School Director in writing. Appropriate action is taken to insure the safety and well being of students, visitors and staff, as well as providing the optimal environment for learning. All persons involved are advised of appropriate actions to be taken.

Laboratory, and classroom safety policies and procedures are carried out as per OSHA requirements. A professional bio hazardous waste removal company removes disposable waste and sharps.

Technological Infrastructure

All computers have internet access and a computer lab houses 15 computers. These computers are utilized as a part of the media services and for instructional purposes. There is a designated personnel in house to trouble shooting technical issues. In the event the issues cannot be solved, the school contracts a technology company to resolve matters.

The institution has a data protection plan in ensure the privacy, safety and security of data contained within the technical infrastructure of the institution network.

The institution contracts a technology company to ensure the computer system and network reliability and emergency backup for all technical services.

Personnel

All personnel are expected to keep facilities at the institution clean and safe. The institution employees a cleaning person for the purpose of cleaning however, everyone working at the institution is expected to maintain a clean learning environment. Building maintenance is provided by the landlord.

Equipment and Supplies

The institution has an Equipment Plan that provides for the replacement and repair of all instructional equipment and supplies. Safety of equipment and supplies is maintained by the School Director and instructors. The plan includes but is not limited to a section with relation to emergency purchases.



Relevant State Laws

The President and School Director are responsible to monitor the compliance of all relevant state laws.

The current physical facilities are more than adequate to accommodate the programs that are currently offered.

The School class rooms maintenance is managed by a part time maintenance crew that is employed by Access Careers Inc. The Landlord is responsible for exterior maintenance and Access Careers Inc. manages the interior maintenance.

All buildings meet federal codes pertaining to OSHA and American Disability Act. Electrical equipment is checked for frayed wires with every use. A designated instructor for each program keeps an inventory of supplies and is responsible for ordering new supplies and equipment for their specific program.

OSHA requirements pertaining to biohazardous waste are carried out by instruction to students and personnel involved, as well as the utilization of a bio hazardous waste collection company. Improvements/upgrades in equipment and supplies are accomplished through communication and follow up with student, faculty and personnel input.

Our facility consists of the following:

- Lecture rooms equipped with the appropriate classroom furniture.
- The labs and classrooms have all the supplies needed by the students. Sinks with running water are located throughout the building for all clinical procedures.
- A library (Media Center) with books on the programs offered, magazines, trade journals, educational CDs, diskettes and videotapes.
- Media Center housing 1 computer with internet access. This area is easily accessible to the students.
- A pantry offers a refrigerator, microwave and Beverage and snacks vending is available.
- There are handicap accessible restrooms available.
- Administrative offices with computer access, phones, fax machine and copier.
- The exterior of the building is well lit and adequate parking is available.
- Meet all OSHA requirements and are equip with eye wash station in each area.
- Have disposal services for Bio hazardous waste.
- All programs meet all required OSHA regulations.

Evaluation and Availability of Plan

Students are informed prior to orientation how to obtain the plan. The plan is available during operating hours for all students. Employees are given access to all applicable plans upon hire. The plan is evaluated periodically and evaluations results are used for the improvement and revision of future plans.



Summary

The Institution not only provides a safe, clean and adequate environment for students and staff but also the appropriate supplies to support the learning process. Furthermore, the school has a plan for reporting and dealing with incidents. Bio hazardous waste protocol is taught to all students within the curriculum. During orientation, new employees are instructed on Incident Reports and OSHA requirements for health and safety, as well as the school's policies.

Physical facilities at the institution provide adequate safe facilities with appropriate supporting utilities for classrooms, laboratories, offices, rest rooms, lounges, meeting rooms and parking.

- Educational CDs, diskettes and videotapes.
- Media Center with one computer with internet access available for students.
- A designated area utilized as a Pantry with Refrigerator, Microwave and Toaster Oven for the benefit of Faculty, Staff and Students.
- Beverage and Snacks vending is available in the main lobby.
- There are handicap accessible restrooms available.
- Administrative offices with computer access, phones, fax machine and copier.
- The exterior of the building is well lit and adequate parking is available.
- First Aid kits are available in the available in the main Administrative Office and each classroom.
- Have disposal services for Bio hazardous waste.

Challenges and Proposed Solutions

The Administration and the School Director will be instrumental in determining the need for repairs and maintenance of the main school, extended class rooms and branch school locations of Access Careers Inc. Access Careers Inc. has a part time maintenance person on staff.

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PLAN FOR STUDENT SERVICES

Access Careers has a Student Services Department that is administered by the Student Services Coordinator. This Department provides assistance and guidance to students planning and completing their occupational education program. The chief components of this department are: Assistance in Media Center, Social Services and Counseling.

Students are introduced to the Student Service Department by the Student Services Coordinator during the campus tour. Students are given introductory information regarding the function of the Student Services Department and its role in facilitating their progress towards program completion. Students are provided a more detailed description of student services and its various functions during their orientation presentation their first week on campus. The Student Services Coordinator presents information on each component of student services and the availability and accessibility to these components.

The Student Services Coordinator is responsible for overseeing the components of the Student Services Department. The Student Services Coordinator insures that all of the components of the program are evaluated by students and staff. This information is provided to the School Director for the purpose of maintaining and improving the Students Services Center.

1. MEDIA SERVES ASSISTANT

Located in the Student Services Center is the Media Services Library. The Student Services Coordinator oversees the Media Center and the instructors do when the Student Services Coordinator is not available. The Media Services Library provides both students and staff access to a variety of learning tools for educational purposes.

Materials include a school library, computers (with internet access) and videos/DVDs for use. The Media Services Library is available to all Students/Instructors before and after school hours and during regularly scheduled breaks.

Students and staff requiring assistance with media materials may ask the Student Services Coordinator assistance with their needs. The Student Services Coordinator is available two nights per week to provide assistance for students attending school in the evening. Students attending evening classes may also utilize the Media Center with an instructor's approval if the Student Services Coordinator is unavailable.

2. SOCIAL SERVICES

The Student Services Coordinator shall maintain and make available to all students a directory of community resources and information. A board is also updated weekly with information pertinent students needs.



Students requesting information regarding social services may utilize the directory of social services at any time that the Social Services Center is available. Students are required to use this service during regularly scheduled times. Times that student services is open are posted on the door of the office.

Students may access the directory independently or request assistance with utilizing the directory. Students may also utilize the student computers to access information as well.

Students are provided anonymity when utilizing the directory and services provided in the Student Services Directory.

3. Counseling

The Student Services Coordinator is responsible for counseling students and referring them to Social Services. In addition if a student is struggling academically the coordinator will refer them to our tutoring program and schedule an appointment to meet with the Instructor for academic counseling.

4. Documentation, Evaluation Methods and Dissemination Results

The Student Services Coordinator is responsible for the tracking, evaluation and maintaining of the Student Services Department. An evaluation form is completed by a random sample of students and staff yearly. The evaluation form provides information with regard to the effectiveness of the Student Service Department, services available, and materials available. Individuals completing the evaluation form are encouraged to include any comments and feedback regarding the Student Services Department.

The information from this evaluation form is utilized by the Student Services Coordinator and School Director for the purpose of providing the students and staff with student services, assistance and materials that furthers the education of the student population. The results of the Student Services Evaluations are disseminated at staff and faculty meetings.

Access Careers' Career Services department provides no-cost assistance to students in obtaining employment. Information is available on full-time, part-time, temporary, permanent and seasonal off-campus employment. Employers visit the campus to recruit for full- and part-time employment. Applications are distributed and interviews are conducted on campus. A library containing current information on vocational, technical and academic careers and job opportunities is available for student use.

The Career Services department abides by Affirmative Action and Equal Employment Opportunity guidelines. The Placement Center is responsive to the needs of students and the community by offering educational and career objectives suited to their interests and abilities.

Mission Statement:

The Career Services department is committed to provide a comprehensive approach in preparing students for short- and long-term employment and career goals. Internship resources and referrals are available to enhance student vocation and academic objectives. The Center is equipped with career guides and online Internet access. The Career Services department ensures a successful transition for students seeking career opportunities and upward mobility. Building for tomorrow requires accomplishments today.

Objectives:

As a part of Department of Student Services, Placement Services share same goals and Objectives:

1. To help students make appropriate and realistic career choices and career directions
2. To guide students to develop their academic career interests in line with their short or long goals.
3. To manage and give information current career opportunities
4. To look for the range of career profiles for students
5. To help students prepare for interview and develop their communication skills
6. To organize various activities such as seminars/ workshops/ lectures/training.
7. To obtain referrals through notices of job openings (written and verbal) communicated to the main office
8. Attain Student Feedback
9. Attain Employer Feedback

Responsibilities:

Placement assistance is provided by Career Services Officer. He/She is responsible for the activities of the Placement Center. They will get support of other staff of Student Services and School Director. She/he will be responsible for

1. Conducting Resume Development Workshop

The Career Services Officer will help students in developing a professional resume and gain the skills needed to update it independently in the future.

2. Current Employment Opportunities

She/he will communicate with various businesses and industries of the service area. She/he will coordinate with local healthcare centers for prospective employment opportunities for current and future healthcare program graduates. Such information will be posted on the Student Services Board. Online information will be communicated with the students through email.

3. Internship Opportunities

She/he will look for the internship opportunities for the current students so as to gain the hands-on experience before getting into real employment pool. Information will be posted on the Student Services Board. Online information will be communicated with the students through email.

4. Interview Preparations

Mock interview sessions are conducted for students with prospective employment. Placement Coordinator will take assistance from School Director to communicate with the advisory committee members since they represent different service area. Depending upon their availability interview panel will be set so as students will get real life interview experience. She/he will also brief the students about participating

career/job fairs. The information about current and future job/career fairs will be posted on the Students' Board.

5. Student Feedback

Placement Coordinator will be responsible for the surveying students who have completed their program and either job or actively seeking the employment. Such information is effective in assessing the program effectiveness. This information will be communicated with Academic Program Committee.



6. Employer Feedback

Employer feedback survey works as an important tool in assessing employability of the students of the School. Placement Coordinator is responsible for the communicating with these employers on regular basis.

7. Maintenance of Records

Placement Services Center generates wide range of data. All the students' records are maintained electronically as well as physically in secure storage area. Confidentiality is considered as a priority while accessing the records.