

Commissionerate of Collegiate Education

A.P., Mangalagiri, Guntur District

SOP for Placement Drives

National Education Policy, 2020 aims at providing quality education and imparting employability skills among the students and thereby transforming the India into a Knowledge Hub with Job ready graduates. With this motto, the Commissionerate of Collegiate Education, A.P., has paving its path to conduct the Placement drives to the students based immediately after their completion of education. For conducting Placement drives in the colleges and imparting technical & employability skills the Training and Placement Cell of the Commissionerate of Collegiate Education, A.P, has devised this Standard Operating Procedure

The Placement Cell of the Collegiate Education has took MOUs with 17 Sector Skill Councils for imparting the Market oriented skills and offering placements to the Government Degree College Students. This cell has planned to conduct Job drives at different Places of the state for the students in the surrounding Nodal Resource Centre places.

A. Constitution of Placement Cell in a college and NRC Placement committee.

Each college has to constitute a Placement cell in the college, with two to three faculty for looking after the placement drives in the college campus. This cell will be headed by the Principal as the Chairman along with a senior Lecturer as the Placement Officer. This cell has to interact with the HRs of the nearby industries and make necessary arrangements for conducting Job drives to the final year pursuing students.

The Principals and the Placement cell officers of all the colleges in their respective NRCs will be members of the NRC Placement Committee with Nodal College Principal as the Chairman and Nodal college Placement Officer as the Placement Coordinator. The Nodal Placement Officer has to coordinate with the District Skill Development Officer(DSDO) in consulting with the local companies HRs. This cell has to plan the drives with the local DSDOs by inviting the HRs in the surrounding regions. This cell has to coordinate with all the HRs of the reputed companies and the surrounding industries and prepare schedules for conducting the Job drives at various colleges of their respective nodal regions. This cell also has to coordinate with the State level Placement Cell of the CCE and implement all the instructions given by the State level cell for conducting the Job drives.

There should be subject wise mentors to look after the uploading of CV/Resume in the CEJP portal and monitoring & guiding the students towards upgrading their domain skills.



Sample Resume

P. RAMU

Mobile : 9191076546
Email-ID : deepakramu143@gmail.com

Basic Information

OAMDC No : OAM202132456765
Registration No : J_2345654_675463
College Name : GDC, Bheemunipatnam (VISHAKAPATNAM)
Program / Course : B.Sc. MATHEMATICS, PHYSICS, CHEMISTRY English (30960)
Year / Semester : 3 Year, 6 Sem
DOB : 25-08-2003
Marital Status : UnMarried
ID Proof : xxxxxxxx25 (Aadhar Card)



Address for Communication

Father Name : P.GIRI
Father Occupation : LABOUR
Address : 1-98-34
Neralavalasa Colony ,Bheemunipatanam ,
Bheemunipatanam ,
ANDHRA PRADESH,
Pin:531163

Educational Qualifications

SI	Education Qualification	School/College Name	Programme Name/ Specialization	Year Of Passing	Marks %(Percentage)/Grade
1	10th	C.B.M AIDED HIGH SCHOOL, BHEEMUNIPATANAM	SSC	10/04/2018	9.2
2	Intermediate	GOVERNMENT JUNIOR COLLEGE,BHEEMUNIPATANAM	MPC	14/04/2020	5.5
3	BSC	GOVERNMENT DEGREE COLLEGE,BHEEMUNIPATANAM	AU	20/07/2023	7.49

Other Qualification

SI	Course / Certificate Name	Duration	Name of Institution Studied	Year Of Passing	Marks %(Percentage)/Grade
1	Authenticated Digital Transcript of Certification	MICROSOFT	AU	30/06/2022	98

Projects

SI	Project Name	Description	From Date	To Date	Location
1	COMMUNITY SERVICE PROJECT	RIGTH INFORMATION ACT-2005	11/10/2022	30/11/2022	BHEEMUNIPATNAM

Work Experience if any (Last Three)

SI	Organisation Name	Designation	Take Home Salary	From Date	To Date	Period of Experience
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Skill Set

SI	Skill Name	Description
1	Technical Skills	MS Office, Microsoft UpSkillling



2	Communication Skills	Fluent Communication in English and Hindi Business Communication and ICT
3	Domain Skills	Electrical Appliances and Solar Energy
	if any other skills mention here	Description of the skills

Achievements

Sl	Achievement Name	Description
1	BEST NSS AWARD	Best NSS Volunteer award in 2019-20
2	COLLEGE REPRESENTATIVE	Represented college at University level NSS competitions
3	BEST STUDENT OF THE COLLEGE	Received Best Student Award in 2021

Hobbies

Sl	Hobbie	Description
1	READING BOOKS	Mainly interested in personality development books
2	PLAYING CRICKET	For obtaining physical fitness
3	PLAYING OUTDOOR GAME	For mental relaxation
4	LISTENING LIGHT MUSIC	For mental peace

Declaration

I here solemnly declare the all the above information is correct to the best of my knowledge and belief.

Place: Vijayawada

Date: 02.08.2023

Signature
P.Ramu

B. Registration of Students in various course offered by the Sector Skill Councils

The collegiate Education department has signed MOUs with 17 Sector Skill Councils for imparting market oriented skills and employability skills to the Government Degree College Students. The NRC Placement Cell and college Level Placement cell should continuously monitor the enrollment of all their students into the above courses and supervise that all their students complete these courses completely.

C. Preparation of Brochure / Pamphlets

The college / NRC shall prepare the Brochure / Pamphlets highlighting the companies which are attending the Job Drive, the Job roles along with necessary qualifications, Selection process etc., The placement drive has to be given wide publicity through the local electronic media, Press & Print media, Social Networking groups.

D. Coordination with neighboring colleges.

The NRC Placement Officer has to intimate the Job drive details to all the neighboring colleges and gather the information about the number of students attending for the drive from their respective colleges.

He has to make the necessary arrangements for making registration of the students attending the drive on that respective day in coordination with the Registration Committee.

After the registrations, the students have to be allocated different rooms basing on their registrations.

E. Necessary Arrangements during the Placement Drive

i) For General Purpose :

A Reception Committee has to be constituted comprising four to five members for the inaugural of the Placement drive. This committee has to receive all the HRs, Principals and the Placement officers of the respective colleges attending the drive and take them to occupy the allotted seats. This has also take up the responsibility of conduction of the Inaugural session.

A Logistics committee consisting of two to three faculty has to be constituted for making the lodging and boarding arrangements to the HRs of the Companies / Industries. They should contact the HRs well in advance on phone and gather the information of their tour schedule like No. of Company personal attending the drive, Mode of Transport, Date of Travel, Boarding Requirements etc. They should be very attentive in discharging their responsibilities so that the HRs does not face any inconvenience during their visit.

A Refreshments Committee with four to five faculty has to be constituted for supplying of refreshments to all the participants at the Job Drive. They should also constitute a Volunteer Team of Students for helping all the participants. They should make drinking water arrangements to the Students, Staff and HRs separately. They have to make the arrangements of Lunch to all the participants and also serving has to be done in an ordered manner. They are further have to supply the Tea and Snacks to all the delegates during the drive.

ii) For Job Aspirants :

A List of companies attending the job drive along with the Job roles, necessary qualifications, selection process, vacancies list, allotted rooms has to be displayed in the College Notice Board.

At the entrance of every allotted room the company name, Job role, necessary qualifications have to be displayed so that there will be confusion among the job aspirants.

iii) For Placement Companies :

Each Company / Industry Team has to be allotted a Room with a College Faculty (SPOC) assigned to them.

This SPOC provides all the assistance to the respective HR team for conducting the Job drive

The SPOC has to collect the students data attending for the Written / Interview of that respective company and also final selection list along with their offer letters from the respective HR Team

F. IT Assistance Team

The NRC Placement Cell has to constitute a IT Assistance team with a Computer Science / Computer Application Faculty as coordinator assisted by two or three technically oriented persons for this placement drive.

This IT team has to check whether all the students attending the Job drive are registered in the Collegiate Education Job Portal (CEJP) or not

If any student has not registered in the CEJP, then the IT Assistance Team must take up the responsibility of registering them in the Portal before attending the drive.

The IT Assistance Team must also verify that all the students has to attend the Job drive with the Resume downloaded from the CEJP

If any student has not Resume, the IT assistance team must make necessary arrangements for downloading the Resume

Flow chart for downloading the Resume from the CEJP :

Method I: Downloading through Student login

Instruction to the Students for downloading their Resumes

1. Open Collegiate Education Job Portal(CEJP)
2. Use OAMDC login credentials and login as Student (Enter only numericals neglecting letters OAMDC)
3. After login click the My Profile button on the top
4. Resume will be opened
5. At the bottom there will be a Download option
6. Click on the Download button and the Resume will be downloaded automatically.

7. Along with this Resume attend the Mega Job Drive with all other Qualification Certificates, Three Passport size Photographs, College ID card and Aadhar Card (Xerox)

Method II: Downloading through Principal/Institutional login

Instruction to the Principals for downloading Student Resume

1. Open Collegiate Education Job Portal(CEJP)
2. Use College login credentials
3. After login Registered Student list will be appeared
4. Click on the Student Name and the corresponding Resume will be opened
5. At the top there will be a Download option (↓)
6. Click on the Download arrow symbol and the Resume will be downloaded automatically.
7. Instruct the student to attend the Job drive along with this Resume, Qualification Certificates, Three Passport size Photographs, College ID card and Aadhar Card (Xerox)

The IT assistance team has also to register all the companies attending the Placement drive in the CEJP. The Registration form of the students was given in Annexure I.

The team has also to coordinate with respective HR team in such a way that one set of offer letters was uploaded in the CEJP so that the necessary college can download from their college logins. The Registration form of Companies was given in Annexure II.

The IT team also has to make telecast live session on the Youtube and other Social platforms

G. Public Relation Activities

A committee with one Humanities faculty as coordinator assisted by two other persons to deal with the public relations while conducting the Job drive

A press statement has to be given on the day before of the Job drive in all the Print Media so that large number of students may be benefitted

At the end of Job drive a press statement consisting of the companies names that has participated, No. of students attended, No. of Placements etc. in all the Print and electronic media.

The Photos and the video recording of the placement drive has be collected and handed over to the NRC Placement officer.