

Commissionerate of Collegiate Education

A.P., Mangalagiri, Guntur District

Standard Operating Procedure (SOP)

Rc. No. : 1/ CCE/ Acad. Cell-OSD-I/ AC-04/Job drive/ 2023-24

Date: 08.08.2023

Sub:- Collegiate Education – - Conduction of Placement drives in the campus - Mobilisation of students to the Nodal Resource Centre (NRC) placement drives - Meeting of expenditure incurred - Instructions to the Govt. Degree Colleges in Andhra Pradesh - Reg.

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 preferably the Internship mapped mentors to look after the uploading of CV/Resume in the CEJP portal and monitoring & guiding the students towards upgrading their domain skills. The guidelines for the students for filling the resume is also attached herewith in the Annexure I.



Resume

FIRSTNAME LASTNAME

Mobile: xxxxxxxxxxxx

E-Mail ID: xxxxxxxxxxxx@gmail.com

Academic Qualifications				
Qualification	Specialization	School/College Name	Year of Passing	Marks Percentage
SSC				
Intermediate				
Degree				
Others				

Certificate Courses	
Name of the Course	<ul style="list-style-type: none">•••

Internship Projects	
Community Service Project (8 weeks)	<ul style="list-style-type: none">•••••
Eight Week Internship	<ul style="list-style-type: none">•••••
Semester / Six Months Internship	<ul style="list-style-type: none">•••••

Academic Projects	
Academic Project	<ul style="list-style-type: none">•••••

Life Skill Courses	<ul style="list-style-type: none"> • Human values and professional ethics • Information and communication technologies • Analytical skills • Environment Education
Other Skills	<ul style="list-style-type: none"> • Communication Skills • Team building Skills
Positions Held & Responsibilities	
Position Title, Committee / Club Name	•
Position Title, Committee / Club Name	•
Co-Curricular / Extra-Curricular Activities	
Activity Name	•
Organized By	•
Description	•
Achievements	•
Activity Name	•
Organized By	•
Description	•
Achievements	•
Achievements	
Achievements	•
Hobbies	
Hobbies	•
Personal Details	
Father Name	Father Occupation
Mother Name	Mother Occupation
Date of Birth	Blood Group
Address for Communication	
Address	

Declaration:

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

Place:

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. Meeting of Expenses from the Available College funds

The publicity expenses, expenditure towards the hospitality of the employers and other participants, expenditure relating to the T.A, D.A, Lodging & Boarding facilities of the employers, Transport expenses relating to the mobilisation of students from the college to the placement drive centre and all other expenses relating to this placement drive can be meet from any of the available college funds.

F. Necessary Arrangements during the Placement Drive

All the Placement Officers has to attend the drive with Blazers / Suits for inculcating professionalism among the students.

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 Board 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

G. 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 also takes up the responsibilities of the Registration Committee

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

H. 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.

I. Providing other amenities

A Cleanliness & Sanitation committee has to be constituted with the NSS PO's and other two to three faculty members. This has to coordinate with the local body (Municipal Corporation / Municipality / Village Panchayat) Authorities to main proper sanitation and hygienic facilities in the campus. On the day before the drive only arrangement of mobile toilets, cleaning of the campus, fixing of sign boards, Arrangement of Dustbins in the campus has to be completed. This has to utilize the services of the NSS volunteers of the college and maintain the proper hygienic standards in the campus

Sd/- Dr.Pola Bhaskar, I.A.S.
Commissioner of Collegiate Education

Attachments :

**Annexure I : Guidelines for filling the Resume
in the CEJP**

To
The Principals of all GDCs
Copy to
The RJDCE, Zone I, II, III & IV

// ATTESTED//


Officer on Special Duty