

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">